

SWEET BRIAR COLLEGE

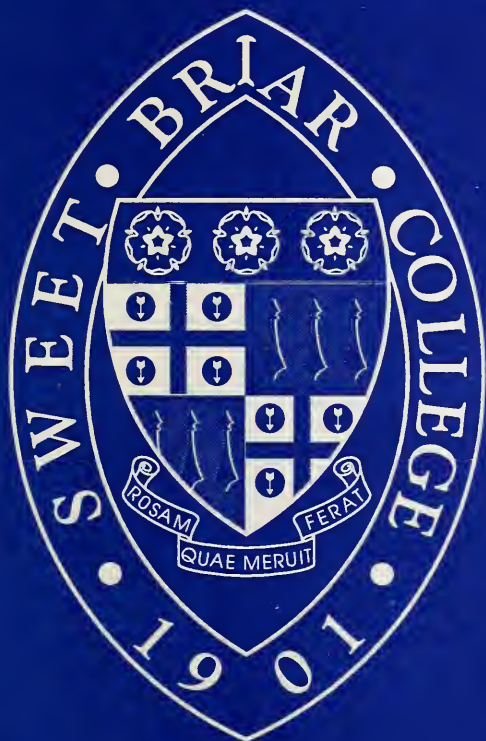


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SWEET BRIAR COLLEGE

1999-2000

Student Handbook



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who has earned the rose may bear it."

Sweet Briar College

Sweet Briar, Virginia 24595

SWEET BRIAR SONG

*Sweet Briar, Sweet Briar, flower fair,
The rose that on your crest you wear
Shall never fade, but always bear
Thy beauty, O Sweet Briar!*

*Sweet Briar, Sweet Briar, thy columns white
Shine on thy hills a beacon light
Of truth, to burn with radiance bright
Forever, O Sweet Briar!*

*Sweet Briar, Sweet Briar, we sing to thee.
May thy foundations ever be
Strong as thy hills, thy purity
That of thy rose, Sweet Briar!*

CLASS SYMBOLS

The Class of 2000

Motto: Factum non verbum
(Actions not words)

Colors: Purple and gold

Emblem: Swan

The Class of 2002

Motto: Ne obliviscamur
(Lest we forget)

Colors: Green and black

Emblem: Oak Tree

The Class of 2001

Motto: Honor ante honores
(Honor before reward)

Colors: Peacock blue and green

Emblem: Peacock

The Class of 2003

Motto: Spectamur Agendo
(We are proven by our actions)

Colors: Delph blue and black

Emblem: Lion

This publication offers general information and includes some College policies. Consult the College catalog and/or academic rulings, which are on file in the Dean's Office and the Library, as the final authority on all academic policies. Contact the Dean of the College or the Dean of Co-Curricular Life for further clarification on material contained in this document.

PRESIDENT'S MESSAGE



This 1999-2000 edition of the Student Handbook of Sweet Briar College will be of major importance to our incoming class for first year students—the Class of 2003. But a new look at this Handbook is a good idea for sophomores, juniors and seniors as well. It reminds all of us of the structures and principles that undergird our powerful community.

Of particular importance is the Honor Code that governs the integrity of our intellectual and creative work as well as our behavior as social beings. Please read it carefully. At Sweet Briar, this Honor Code works. It works because Sweet Briar students value the respect our code affords each individual, and the confidence and trust it fosters in our community.

The principles, codes, policies, institutions and organizations outlined in this Handbook are almost entirely the product of the students of Sweet Briar College, which has had a tradition, since the very first entering class, of governance *of students by students*. It is you, each individual student, who holds within yourself the power to develop a network of friends and mentors, to live an honorable and fulfilling life, and to make your own experience at Sweet Briar intellectually rich and emotionally compelling.

Welcome!

A handwritten signature in cursive script, reading "Elisabeth S. Muhlenfeld".

Elisabeth S. Muhlenfeld
President

SGA Officers



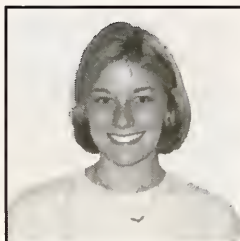
AMANDA ATKINSON
PRESIDENT



THEA OKONAK
VICE PRESIDENT



LEAH SOLIVAN
TREASURER



BRIANNE VOGLER
SECRETARY



KIM GRAFF
ELECTORAL OFFICER



DONYELE GIBSON
PUBLICITY OFFICER



ARIANA WOLYNEC-
WERNER
INTER-CLUB CHAIR



ANGELA AIKEN
PUBLICATIONS CHAIR



EVANGELINE EASTERLY
JUDICIAL CHAIR



BENEDICTE VALENTIN
ACADEMIC AFFAIRS
CHAIR



ALISON JOHNSON
CEO PRESIDENT



WENDY BRAMLETT
RESIDENCE LIFE CHAIR



JAIME OLIVER
DAY STUDENT
REPRESENTATIVE



GERMAINE GOTTSCHÉ
VICE PRESIDENT
CLASS OF 2000



JESSICA MCCLOSKEY
VICE PRESIDENT
CLASS OF 2001



BECKY CEFARATTI
VICE PRESIDENT
CLASS OF 2002

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Sweet Briar's Mission

Sweet Briar is a four year, independent college whose aim is to prepare women to be active, responsible members of a world community. Its curriculum is organized on the premise that a foundation in the liberal arts and sciences is an essential means to this end. Study of the liberal arts and sciences enhances the development of critical and creative abilities, develops the ability to synthesize disparate information, equips the student for graduate and professional education, and encourages the individual to continue to learn long after leaving Sweet Briar. A broadly based academic program teaches her to view her experience within wider contexts, to appreciate the achievements of the past, to understand the methods and major theories of science, to gain an appreciation of the arts, and to communicate with precision and cogency. At Sweet Briar this study takes place within a residential environment that encourages physical well-being, ethical awareness, sensitivity to others, responsibility for one's actions, personal initiative, and the assumption of leadership.

Sweet Briar continues its commitment as a women's college in order to devote all of its resources to the education of women in the full range of the liberal arts and sciences, including those subjects that have been traditionally considered as male domains. The faculty teach individuals on a human scale. In small classes, students receive the attention that encourages self-confidence and the improvement of skills for life and livelihood. A highly qualified faculty, committed to undergraduate teaching of the highest standards, contributes to fulfilling these goals. The College continues to seek a diverse student body which is drawn from a national and international pool of applicants. As an independent college, Sweet Briar possesses the flexibility to respond to the many challenges that face higher education in a rapidly changing world.

Historical Sketch

Sweet Briar was founded on the first year of this century by Indiana Fletcher Williams in memory of her only daughter, Daisy, who died in 1884 at the age of sixteen. Mrs. Williams was a daughter of Elijah Fletcher, who came to Virginia from Ludlow, Vermont, in the early nineteenth century and taught school in Amherst County. Later he moved to Lynchburg where he owned and published a newspaper, became a civic leader, and amassed large holdings of land as well as a considerable fortune.

At the time of Mrs. Williams' death in 1900, her estate consisted of more than eight thousand acres of land, including the Sweet Briar plantation, and half of one million dollars. Under the terms of her will, the Trustees were directed to incorporate an educational foundation in the state of

Virginia, to establish it as a perpetual memorial to her daughter, and to turn over to it all property left to them in trust.

It was Mrs. Williams' desire, according to the following excerpt from her will, that, "It shall be the general scope and object of the school to impart to its students such education in sound learning, and such physical, moral, and religious training as shall in the judgment of the Directors best fit them to be useful members of society."

The first Board of Directors determined that the College should be free from denominational control and that it should maintain the highest academic standards, uniting classical and modern ideals of education.

Sweet Briar College opened formally in September, 1906, with fifty-one students, including fifteen day students. Its A.B. degree, granted for the first time in 1910, was soon accepted for graduate work in leading universities.

By 1921, Sweet Briar held membership in the Southern Association of Colleges and Secondary Schools, the American Association of University Women, and the American Council on Education, and was approved by the Association of American Universities. Sweet Briar is a member of the College Entrance Examination Board, is a contributing member of the American School of Classical Studies at Athens and is affiliated with the Intercollegiate Center for Classical Studies in Rome. Sweet Briar College offers courses leading to teaching certification in the State of Virginia and 29 other states at both the elementary and secondary level. The music department is approved by the National Association of Schools of Music. Its chapter of Phi Beta Kappa is the Theta of Virginia, authorized in 1949. A chapter of Pi Gamma Mu, the international society in social sciences, was established in 1983.

The affairs of the College are managed by a self-perpetuating Board of Directors consisting of no more than 32 members elected annually. The Directors include the President of the College, the President of the Alumnae Association, four alumnae nominated by the Alumnae Association, and three alumnae from successive graduating classes.

Sweet Briar's presidents have been: Dr. Mary Benedict, who held office from the opening in 1906 until 1916; Dr. Emilie Watts McVea, from 1916 to 1925; Dr. Meta Glass from 1925 to 1946; Dr. Martha B. Lucas from 1946 to 1950; Dr. Anne Gary Pannell from 1950 to 1971; Dr. Harold B. Whiteman, Jr. from 1971 to 1983; Dr. Nenah E. Fry from 1983 to 1990; Dr. Barbara A. Hill from 1990 to 1996; and Dr. Elisabeth Muhlenfeld, who began her administration as ninth president of the College in 1996.

Section I

Student Government Association

The Student Petition (October 17, 1906)

On October 17, 1906, the students of Sweet Briar College, believing in the dignity and honor in student government, desired individual and community responsibility for the conduct of students in matters not strictly academic. The students petitioned before the President and the Faculty for legislative and executive control in non-academic matters.

The faculty, on October 20, 1906, endorsed the requests of the student body concerning matters of control in non-academic situations. This endorsement was made with the understanding that the faculty would approve any constitutional changes. While the college grants these privileges to the Student Government Association, the college reserves its right to bring disciplinary action in any circumstance where a student or group of students have violated college policies or regulations.

The Student Government Association, on March 29, 1985, proposed that faculty approval of the Student Government Association's constitutional changes be eliminated. On March 29, 1985, the faculty voted in favor of the Student Government Association's motion (see Section VI, B for approval process).

Constitution of the Student Government Association

Introduction

The charter of Sweet Briar College grants to the Board of Directors "full and complete management and control" of the College and its affairs. Subject to delegation of this authority by the Board, responsibility for the governance of the College is shared by the Administration, the Faculty, and the students.

1. The Administration has the primary responsibility for the physical security, health and welfare of the College; for the maintenance, improvement and preservation of all facilities; for the financial

stability of the College and for its external relations with governmental agencies, other institutions, members of the wider Sweet Briar community, and the public at large.

2. The Faculty, through its officers and committees, including students whenever appropriate, and its established procedures has responsibility for all academic programs, including degree requirements, the awarding of academic honors, the grading system, and the course offerings.
3. The Student Government Association (SGA), through its own officers, committees, and constitutional procedures, bears responsibility for establishing, maintaining, interpreting and enforcing regulations in the following areas, subject to legal restrictions or stated policies of the College:
 - a. Extracurricular activities (except in those instances where state, regional, and national sports organizations have authority over intercollegiate athletics).
 - b. Residence hall activities (except those matters deemed by the President to affect the health and safety of the community or the property of the College).
4. The President, as the chief executive of the College, has the responsibility of implementing all matters properly referred to her by the other decision-making groups of the College. In matters of conflict, the President's judgment shall prevail, subject only to the superior authority of the Board of Directors, to whom appeal is made.

Preamble

Whereas, we, the students of Sweet Briar College, understand that all authority originates with and is delegated by the Board of Directors and,

Whereas, we, as the members of a community devoted to intellectual pursuits, do individually and collectively desire to inculcate to each other a sense of responsibility for the welfare of students in that academic community, and,

Whereas, in addition to meeting fully its obligations of nondiscrimination under federal and state law, the college is committed to supporting a community in which a diverse student population can live and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, regardless of economic status, ethnic background, political views, sexual orientation, or other personal characteristics and beliefs.

Whereas, we believe that such responsibility promotes the best interests of the College and prepares the students to take their place in a democratic society, we do hereby adopt the following Constitutions and By-Laws.

Article I - Name

The name of the organization shall be the Student Government Association (SGA) of Sweet Briar College.

Article II – Purpose

The purpose of this organization shall be to:

- A. Strengthen the sense of individual responsibility implicit in the ideal underlying the foundation of Sweet Briar College, which is to impart to its students such education in sound learning and such training as shall in the judgment of the directors best fit them to be useful members of society.
- B. Promote the highest standards of honor and integrity in all phases of college life.
- C. Coordinate and promote student activity within the community.
- D. Provide a forum for the expression and discussion of student opinions and sentiment.
- E. Complement the educational aspects of student life.
- F. Advance the spirit of loyalty to the College and its undertakings.

Article III – Membership

- A. All students at Sweet Briar College shall be members of the SGA.
- B. The rights of the members of the SGA include:
 - 1. The presentation of petitions, appeals against the decisions of the Executive Board, or proposals for amendments to the Constitution and By-Laws. Such petitions, appeals, and proposals must be considered by the Executive Board.
 - 2. Participation in campus discussions.

Article IV – Legislative Powers

- A. The legislative powers of the SGA shall be exercised by the SGA officers.
- B. These powers shall be to:
 - 1. Ratify the rules, regulations, and policies concerning extracurricular activities except as otherwise provided.
 - 2. Propose and discuss rules and regulations which must be referred to the Executive Board prior to a vote.
- C. The SGA reserves the right to change rules and regulations within its authority at any time during the academic year.

Article V – Executive Powers

- A. The executive powers of the SGA shall be exercised by the SGA officers. The officers shall consist of the following:
 - 1. The voting SGA Officers shall consist of the following:
 - a. President, Vice-President, Secretary, Treasurer, Electoral Officer, and Publicity Officer of the SGA, who shall be the Executive Board.

-
- b. The Co-Chairs of the Judicial Committee, one of whom will vote each semester.
 - c. The four class Vice Presidents.
 - d. The President of the Campus Events Organization.
 - e. The Chair of the Academic Affairs Committee.
 - f. The Day Student Representative.
 - g. The Publications Board Chair.
 - h. The Chair of the Residence Life Staff.
 - i. The Chair of Inter-Club Council.
2. The non-voting SGA Officers shall consist of the four Class Presidents, the Vice-Chair of the Academic Affairs Committee, and one of the Co-Chairs of the Judicial Committee.
- B. The executive powers of the Board shall be exercised by the officers of the Executive Board and shall be to:
- a. Administer the SGA's Constitution and By-Laws.
 - b. Explain to the students the meaning of the SGA's Constitution and By-Laws.
 - c. Consider all petitions, appeals, and proposals for amendments to the SGA's Constitution and By-Laws, and to refer each to the proper authority with a recommendation.
 - d. Consider any petition or written complaint for the removal of an officer of the SGA or an other activity receiving funds from the SGA and, if, by a two-thirds vote, it finds such complaint to be justifiable, to put the matter to a vote by the original electorate. When an officer is thus removed, the Executive Board shall make provision for replacement.
 - e. Consider all petitions, appeals, and proposals for changes to the SGA rules and regulations as stated in the Student Handbook, and refer each to the proper authority with a recommendation.
 - f. Recommend or not recommend the budget derived from the Student Life fund, as proposed by the Budget Committee, to the student body.
 - g. Conduct all SGA elections.
 - h. Keep under constant review the SGA rules and regulations and advise the President of the SGA of desirable changes in connection with her annual written report.
 - i. Provide copy for the Student Handbook to the Office of Co-Curricular Life.

Article VI - Judicial Powers

The Judicial Powers of the SGA shall be exercised by the Judicial Committee. The composition and powers of the Committee are detailed in Section II.

Article VII - Amendments

- A. Amendments to the SGA Constitution may be proposed by any Board, Council, or Committee of the SGA, by a member at any meeting of the SGA, or by a special committee appointed by the President of the SGA.
 - 1. All proposals if approved by the SGA officers shall be studied and referred to the Executive Board.
 - 2. The recommendations and/or proposed amendments may also be referred to the Executive Board.
- B. Approval of an amendment requires a majority vote amongst the SGA voting officers during a meeting of the SGA.

By-Laws of the Student Government Association of Sweet Briar College

SECTION I – Meetings of the Association

- A. The SGA Officers shall meet bi-weekly.
- B. The Executive Board shall meet weekly.

SECTION II–Executive Branch

A. Executive Board Officers

- 1. The duties of the President shall be to:
 - a. Call and preside over the meetings of the SGA and the Executive Board.
 - b. Represent the students either personally or through her representative when the need arises.
 - c. Appoint special committees when necessary.
 - d. Make an annual report to the SGA at the April meeting.
 - e. Make a written report to the President of the College at the end of her term of office.
 - f. Consult regularly with the Dean of Co-Curricular Life, Dean of the College, Vice-President for Administration, and President of the College.
- 2. The duties of the Vice-President shall be to:
 - a. Perform the duties of the President in her absence.
 - b. Supervise SGA elections and other elections.
 - c. Supervise all extracurricular activities of the SGA.
 - d. Consult regularly with the Dean of Co-Curricular Life.
 - e. Coordinate leadership development activities, including chairing the Leadership Development Fund Committee with the four Class Presidents.
 - f. Keep a list of student speakers during SGA meetings.
- 3. The duties of the Secretary shall be to:
 - a. Record and distribute the proceedings and activities of the SGA and of the Executive Board, keeping a permanent record of the same and filing a copy with the Dean of Co-Curricular Life, Dean of the College, and President of Sweet Briar College.

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- b. Attend to all the correspondence of the SGA.
 - c. Record activities of the committees.
 - d. Record minutes of Campus Discussions.
4. The duties of the Treasurer shall be to:
- a. Serve as the treasurer to the Campus Events Organization.
 - b. Administer the Student Life Fund in accordance with the budget adopted by the SGA and the Budget Committee.
 - c. Prepare the initial budget of the SGA in the Fall.
 - d. Keep a record of all monies of the SGA and expend the same according to the direction of the Executive Board of the SGA.
 - e. Make interim reports of the finances at the request of the President of the SGA or other Executive Board Officers.
 - f. Render to the SGA at the close of the fiscal year a complete report of the year's work.
 - g. Serve as the co-chair of the Budget Committee.
5. The duties of the Electoral Officer shall be to:
- a. Supervise and coordinate SGA elections.
 - b. Maintain position descriptions for all SGA officers.
 - c. Moderate election panel discussions.
6. The duties of the Publicity Officer shall be to:
- a. Coordinate all publicity for SGA activities.
 - b. Sponsor publicity for campus activities designed to promote community spirit.
 - c. Maintain and update the SGA web-site and brochure to keep the Sweet Briar community and outside communities informed of SGA business.
 - d. Maintain the SGA bulletin board in Prothro.
- B. Standing Committees: a full constitution of each Standing Committee is on file with the President of SGA, and further information about each of these committees may be found in this handbook.
- 1. Academic Affairs Committee
 - 2. Inter-Club Council
 - 3. Judicial Committee
 - 4. Publications Board
 - 5. Residence Life Committee
 - 6. Campus Events Organization
- C. Subcommittees
- 1. Budget Committee
 - a. The Committee is co-chaired by the Treasurer of the SGA and the Inter-Club Chair and consists of the treasurers of each class and one ad hoc member appointed by the Dean of Co-Curricular Life.
 - b. Its power and duties shall be to advise and assist the Treasurer of the SGA and the Executive Board on financial policies, budgets and other related matters.
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- c. The committee will meet in the fall to review budget proposals and to prepare the budget.
 - d. In addition, the committee will meet periodically to review additional budget proposals.

SECTION III– Campus Discussions

A. Campus Discussions will be called by the President of SGA:

1. Campus Discussions shall be open to the Sweet Briar community and will serve as the principal agent of communication between students, faculty, and administration.
 2. All officers of the SGA are required to attend.
- B. Campus Discussions shall discuss any major policy question or matter affecting the college community which is brought to its attention by any of its members. If necessary, Campus Discussions will make recommendations for further action to the proper body regarding any topic discussed.

SECTION IV–Elections

A. Distribution of Positions Available

1. Class distribution of offices. The entire student body shall elect:
 - a. From the rising senior class, the President and the Vice-President of the SGA, the Co-Chairs of the Judicial Committee, and the Chair of the Academic Affairs Committee.
 - b. From either the rising senior class or the rising junior class, the Inter-Club Chair, and the Campus Events Organization President.
 - c. From the rising junior class, the Secretary and Treasurer of the SGA.
 - d. From the rising sophomore class, the Electoral Officer and the Publicity Officer of the SGA.
 - e. From the freshman class in the fall, the Assistant to the President of CEO.
 - f. From any class, the Administrative Assistant of CEO.

2. Additional elections shall be:

- a. Judicial Committee Representatives from each class and two Secretary positions from the Junior class shall be elected.
- b. Class Officers (President, Vice-President, Secretary, and Treasurer).

B. Guidelines for Nominations for every elected position:

1. To be a candidate for an elected office, a student must submit her name at a time and place designated by the Electoral Officer of the SGA. Those students who are away in their junior year may either nominate themselves or may have a resident student nominate them by proxy.

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2. With self-nomination, there is no campaigning. Each student is required to submit a statement which includes her intentions and will be hung in the election location on poll day.
 3. All nominations will be sent to the Dean of Co-Curricular Life to ensure candidates are in good standing. Each student must have a minimum 2.3 GPA and be in good academic standing in order to nominate themselves.
 4. Candidates for Group I and Group II will be asked to participate in an open panel discussion once the candidates' statements have been approved and posted. Candidates for Group III positions will be asked to participate in a panel discussion run by the SGA Electoral Officer at a class meeting.
 5. SGA elections shall be conducted by the Executive Board at the time it deems best. The Electoral Officer of the SGA sets up the Spring election schedule, barring any personal conflicts.
 6. Newly-elected officers shall assume their duties in the spring with the understanding that old officers complete already-begun projects and represent the students at the spring Board of Directors Meeting, though both groups of officers will be present. In the event that the new officer is abroad in the spring of her new term, the current officer will hold her position until the end of the academic year, unless otherwise determined by the President of SGA.

C. Guidelines for Elections

1. For each election, there shall be at least one "no vote" on the ballot. Any student running unopposed will have her name placed on the ballot along with a "no vote". If there is a majority of "no votes" another election will be called by the Electoral Officer of the SGA after consultation with the Executive Board. For elections involving more than one position to be filled, the number of "no votes" will equal the number of positions to be filled.
 2. The winner of an election must have at least 50 percent of the votes plus one of the votes.
 3. If there is no declared winner after the first election, the top two candidates will be placed on a runoff ballot, where "no vote" is no longer present.
 4. The counting of ballots shall be supervised by the Electoral Officer of the SGA. In the event that she is a candidate for office, the counting of ballots will be supervised by another SGA Executive Board member.
 - a. The officers of the SGA are expected to do poll duty during elections except when such an officer is a candidate for office.
 5. Any student who finds that she will not be on campus during voting hours on election day may obtain an absentee ballot from the Electoral Officer of the SGA prior to the election.
 6. A candidate is allowed by the Electoral Officer to have access to the
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numerical results of her own election. She may only know the number of votes cast for her candidacy.

SECTION V–Amendments to By-Laws

By-Laws shall be amended by the same procedure as that used for amendments to the Constitution.

SECTION VI–Robert’s Rules of Order

Unless otherwise specified, all procedural methods adopted by the SGA will be in accordance with Robert’s Rules of Order.

1999-2000 SGA and Class Officers

SGA Executive Officers

| | |
|----------------------------|------------------------|
| President | Amanda Atkinson |
| Vice-President | Thea Okonak |
| Secretary | Brienne Vogler |
| Treasurer | Leah Solivan |
| Electoral Officer | Kim Graff |
| Publicity Officer | Donyele Gibson |
| Academic Affairs Chair | Benedicte Valentin |
| CEO President | Allison Johnson |
| Inter-Club Council Chair | Ariana Wolynece-Werner |
| Publications Board Chair | Angela Aiken |
| Judicial Committee Chair | Evangeline Easterly |
| Day Student Representative | Jaime Oliver |
| Residence Life Chair | Wendy Bramlett |

plus Class Vice Presidents

Class of 2000 Officers

| | |
|-----------------------------------|-------------------|
| President | Lucy Brooks |
| Vice-President | Germaine Gottsche |
| Secretary | Jackie Chatham |
| Treasurer | Kristen Lawlor |
| Judicial Committee Representative | Ashley Hill |

Class of 2001 Officers

| | |
|-----------------------------------|-------------------|
| President | Sarah Foley |
| Vice-President | Jessica McCloskey |
| Secretary | TBD |
| Treasurer | Kim Schmidt |
| Judicial Committee Representative | Laurina Kaatz |

Class of 2002 Officers

| | |
|------------------------------------|-----------------------------|
| President | Tia Trout |
| Vice-President | Becky Cefaratti |
| Secretary | Jee Park |
| Treasurer | Aja Grosvenor |
| Judicial Committee Representatives | Allison Gross, Brook Tucker |

Inter-Club Council

Inter-Club represents all clubs and organizations as defined below. The business of Inter-Club is managed by the Inter-Club Council which consists of the Chair of Inter-Club Council who shall serve as Chair of this committee, the Treasurer of the Student Government Association who shall serve as the Inter-Club financial advisor, one representative from Social/Tap Clubs, one representative from Academic Clubs, one representative from Service/Community Awareness Clubs, and a first-year student or sophomore appointed by the Dean of Co-Curricular Life. The Chair will be elected from the entire student body, and must be either a junior or senior. The club representatives will be elected, through self-nomination, from the Inter-Club membership (all those involved in clubs or organizations). The advisor to Inter-Club Council will be the Assistant Dean of Co-Curricular Life. The purpose of the Inter-Club Council will be to review club activity and conduct training workshops for club officers, e.g. workshop on budget management for club treasurers. The Council will approve club constitutions, review new club proposals, and make financial recommendations regarding clubs to SGA. The Council will also serve as the body to educate clubs about standards of group behaviors and the Chair will be consulted and advised on matters which violate the policy on hazing and standards of group behavior. If a group is found responsible for violating said policy, the Chair will be notified of decision and sanction(s).

The powers and duties of the Chair shall be to:

- a. Act as a coordinating person for club activities and Council business.
- b. Report to the SGA Executive Board and the Inter-Club advisor the approval or disapproval of any proposed club, organization, or publication or any change in name or function of these.
- c. Recommend to the SGA Executive Board the surveillance of an established club if the validity of the club is questioned.
- d. Foster the establishment of clubs, committee organizations, publications, and interest groups needed to enrich student life on the campus.
- e. Recommend to SGA the approval or disapproval the allotment of funds to any club or organization. The Chair will serve as a member of the SGA Budget Committee.
- f. Report regularly to the SGA Executive Board on the activities of all committees, clubs and organizations.
- g. The Chair shall call meetings of the Council. Members of the community may request that a meeting be called for discussion of general questions pertaining to club or organization activities.
- d. Keep on file the constitution and membership of each club, organization and publication, and maintain rosters of all student representatives to standing campus committees.

The duties of the Council members shall be as follows:

- a. the representative from the Academic Clubs will have oversight for club fundraising
- b. the representative from the Tap/Social Clubs will have an active role in the planning and supervision of club programming, working in collaboration with CEO.
- c. the representative from the Service/Community Awareness Clubs will assist in the coordination of volunteer opportunities.

Clubs and organizations are generally defined as groups of individuals concerned with working together to better the community and to further their stated purpose. More specifically:

- a. Clubs are open to all members of the study body (with the exception of tap clubs). Clubs must endeavor to contribute positively to campus life by enriching the environment at Sweet Briar; and must have at least 10 interested members.
- b. Tap clubs consist of limited membership groups of individuals, chosen by current members for the purpose of furthering the stated aims of the group.
- c. Organizations may have fewer members than a club; members may receive compensation or credit for their membership; the purpose is for a specific project or task which may be planning, educational or training in nature.

All clubs and organizations are eligible to request funds from SGA given they follow specific guidelines set by the SGA Executive Board and the Inter-Club Council.

Club and Organization Formation and Dissolution

Any persons wishing to form a new club or organization must notify the Chair of Inter-Club Council to check for any similar group—past or present. They must submit to the Inter-Club Council an application for recognition with a constitution or statement of purpose, membership, officers, campus advisor, and bylaws. Annually, in order to receive funding from SGA and maintain recognition, clubs will need to present the above stated information. Failure to do so could result in loss of status or privilege.

Clubs and Organizations

Aints and Asses

Aints and Asses, as the name should indicate, is a unique organization on campus. Its members, chosen for their wit and lack of restraint, dress in manner unorthodox and behave in manner even more so. The Aints and Asses were originally formed to parody Paint and Patches productions, but now, being masters of comedy, the Asses perform original skits during the year to entertain students. Additionally, Aints and Asses encourage the entire campus to express their diverse personalities. When spring arrives, one can see them out in full force, blowing their whistles to keep students from trampling the grass.

Alternatives

This club strives to promote healthy intrapersonal and interpersonal relationships regarding sexual preference through education, advocacy, and action. Alternatives is open to all students.

Amnesty International

This group is affiliated with the national organization and works to address human rights issues.

Art Gallery Docents

This student group gives tours of exhibitions, assists with school activities, and promotes awareness of the Art Gallery among the student body, parents, alumnae, and other visitors. Docents undergo careful training including supervised practice tours in advance of giving tours to school groups and the public. Art Gallery Docents gain experience in public speaking, and exposure to art techniques and the historic context of works of art. They learn techniques for teaching young people, using methods, which address different learning styles. They also learn the value of public service and volunteerism.

Bum Chums

"Hallelujah, I'm a Bum!" sung gaily, echoes throughout Sweet Briar the night of Spring Step Singing as the Bum Chums tap their ten new members. In addition to an interest in furthering good Lynchburg-Amherst area relations with the College, the Bum Chums are chosen for their good spirit, interest, and general participation in the activities of the College.

Throughout their junior year the notorious ten serve as useful members of the community. As a service organization, the Bums have sponsored the Bloodmobile, the Christmas Bazaar, a foster child, and numerous service projects. Not least among their projects is the famed show, the Bum Chum Inn. Also, the Bum Chums make a fun-loving effort to reveal their rival group, the secret Q.V.s.

Cercle Francais

This club, also known as the French Club, was formed to bring together

students interested in France, its people, and its culture. Throughout the year the club sponsors several social gatherings, including crepe parties, mardi gras celebrations, films and lectures. The club has also published a cookbook and organizes "la table française," a table in the dining hall for those who wish to engage in informal French conversation during lunch. Vive la France!

Cheerleading

This club, founded in 1996 and officially recognized by SGA in 1998, supports Sweet Briar Athletics. The squad increases spirit on campus and for the athletic program. In addition they conduct cheering clinics at local high schools. Membership is open to all ability levels.

Chung Mungs

The Chung Mungs, an upperclass honorary society, is composed of thirteen outstanding juniors and seniors, known for their friendliness, cheerfulness, enthusiasm and general interest in Sweet Briar. It is characteristic of this group to constantly seek new areas of activity which will benefit the College. In the moments not occupied by such worthwhile pursuits the Chung Mungs must deal with the serious and soberminded Tau Phi's, ruffling their intellectual demeanor. Whatever these ghostly thirteen do, they continue to remind us of the needs of others and prove that giving need not be a sober affair. A familiar and integral element of Sweet Briar life is this fun-loving group who so happily chant, "Glory, glory, I'm a Chung Mung..."

Circle K

This group is a community service organization sponsored by Kiwanis International. Members participate in independent service projects, as well as joint efforts with Kiwanis clubs, Key Clubs, and with other Circle K clubs. Circle K also plans social activities and attends Circle K conventions.

Club Italiano

The Italian Club, also known as Club Italiano, was formed in 1969 in response to the growing interest in the heritage of modern Italy, its culture, its language, and its history. Members of the organization are eager to spread their enthusiasm and do so by sponsoring various activities such as literary discussions, theatrical productions, lectures and films, informal social gatherings, and an Italian table in the dining hall every week for informal conversation over lunch.

College Republicans

Organized to stimulate campus interest in current political affairs, the College Republicans are active in the local, state, and national scenes in cooperation with the College Republican Federation of Virginia. Not only does the club sponsor prominent speakers, it also initiates joint activities,

workshops, and socials with neighboring undergraduate and graduate schools. Members are kept busy throughout the year campaigning, doing precinct work, and service projects.

Collegium

This group, also known as the Classics Club, is open to all students who are interested in the Greek and Roman roots of Western civilization.

Earphones

The campus organization is the loudest on campus and is full of spirit! The Earphones try to be boisterously entertaining with their obnoxious, song-loving voices as they rise to every occasion with their loud-mouthed version of a song. They do not try to imitate the Sweet Tones (no one could). They just want the Sweet Tones to remember that there is another way of making a joyful noise.

El Club De Espanol

El Club De Espanol, also known as the Spanish Club, enables professors and students who are interested in the culture and language of Spain and Latin America to participate in various informal activities. Activities include slides and lectures by students who recently studied and traveled abroad, films, Scrabble games in Spanish, holiday celebrations, a trip to Washington, D.C. for sight-seeing and a Spanish meal, and a weekly discussion table in the dining hall during lunch.

German Club

The German Club was formed to provide interested students with the opportunity to speak German outside the classroom and to become acquainted with the history and culture of the country. The club's activities include trips to a German restaurant, films and speakers, picnics, a monthly conversation-game hour, slides and travel lectures by students, Christmas caroling and other holiday celebrations, gatherings with students and faculty from VMI and W & L, and a traditional German dinner. There is also a German table in the dining hall each week, at which students from beginning to advanced levels hold informal conversations with the department. All interested students are encouraged to participate in the club's activities, in order to create an atmosphere of *Gemutlichkeit* among the German-speaking community.

Habitat for Humanity

The campus chapter of Amherst Habitat for Humanity coordinates volunteers to work on building houses for low-income families. In addition, members assist with fundraising for Habitat.

Inter-Varsity Christian Fellowship

A Christian fellowship organization, which plans programs and activities for students, IVCF also conducts regular prayer meetings, discussion, and small group Bible studies.

Nations United

This club was founded to promote international issues and cultures on the Sweet Briar campus. They regularly sponsor programs, field trips, and other activities. All students are invited to join this club.

Paint and Patches

Paint and Patches, Sweet Briar's dramatic club, was organized for the purpose of creating and developing an active interest in all aspects of drama and to promote a deeper knowledge of the technique of dramatic art. P&P also attempt to provide entertainment for the entire community and to be of assistance in any theatrical undertaking on campus. Eligibility for membership in Paint and Patches is determined by interest, achievement, and lots of hard work. The various areas of club activity include, in addition to acting and directing, scenery design, properties, lights, makeup, and costumes, providing many opportunities for membership for those interested in various branches of the theatre.

Phi Alpha Delta

Phi Alpha Delta Law Fraternity International (PAD) is the world's largest fraternity composed of law students, pre-law members, practicing attorneys, legal educators, leading jurists, and prominent elected officials. Almost one out of six attorneys in the United States is a member of PAD. This organization is for all students interested in pursuing careers in the legal field and in public leadership.

Psychology Club

This group is made up of students interested in further study in the field of psychology.

Q.V.s

When chosen as a Q.V. one is not taking on a new job but continuing her interests and work for her class. The members of this sophomore group are elected by their classmates in the spring of their freshmen year for the spirit and enthusiasm they have displayed. The Q.V.s' goal, that of spirit and unity, is an intangible and challenging one for each new group to work toward. Their purpose is to promote class spirit and their names are kept secret until Spring Step Singing their sophomore year.

Riding Council

The Riding Council was established to support and assist the Riding Program through spirit and student leadership. Members are all riders who have earned the rank of Trail Guide. Some of the group's objectives are to help students improve their riding, assist non-riders in learning about the program, administer tests for ranking Trail Guides and Riding Council members, and to increase interest in riding program events.

Student-Athlete Mentors

The Student-Athlete Mentor (SAMs) program, established in 1994, is a

student-driven, peer education model designed as an effective means of providing information to student-athletes. SAMs promote responsible choices related to alcohol use and strategies for maintaining a healthy lifestyle. Two SAMs are elected annually by their teammates, representing six varsity teams and over 25% of students on campus. SAMs complete training on topics such as alcohol and drug awareness, nutrition, personal relationships, and stress management.

Student Environmental Organization

SEO exists to help promote awareness around environmental issues. This group formed in 1998, building upon the values of SWEEP, which organized the recycling program and highway cleanup campaign for the campus.

Student Music Council

The Student Music Council was organized to provide music awareness and serve to get students involved in the many aspects of music. Among other music-related functions, S.M.C. provides services for music department performances and other campus recitals, organizes transportation to concerts in the area, and supports Sweet Briar groups that wish to perform off campus.

Sweet Tones

Students from the sophomore, junior, and senior classes comprise the Sweet Tones, Sweet Briar's small independent a cappella singing group which specializes in interesting arrangements of popular music. Tryouts are held each spring and the following year the group entertains for various social events on campus such as the Christmas dinner, Alumnae meetings, Board meetings, Family Weekend, and for various organizations in the Lynchburg-Amherst area.

Taps -n- Toes

Formed in the 1986-87 school year, Taps-n-Toes is the only dance club on campus. One does not need to know how to dance in order to be a member. Membership is based on one's interest in dance and dance related activities. Once selected, the new member is expected to help with any concerts or shows which are performed each year; i.e. costumes, backstage, lights, or ushering. Working on community projects is also a part of Taps -n- Toes. Such projects include cookie sales, variety shows, teaching children at neighboring schools the art of dance, and an annual performance at the Lovington Nursing Home.

Tau Phi

Tau Phi is an honorary society consisting of juniors and seniors who have contributed to Sweet Briar through scholarship and service. The fifteen members are chosen for their interest in academics, character and leadership. The club promotes intellectual growth of the College by assisting the

Lectures Committee and organizing projects to further promote the principles of liberal arts education. Tau Phis often enter into friendly rivalry with the Chung Mungs, and manage to get together with this ghostly club for a few events.

Tour Guides and Overnight Hostesses

Tour Guides and Hostesses serve a vital function to the Office of Admissions in presenting the College to visitors and also in sharing with the Office of Admissions their impressions of prospective students. The prospective student's visit with the guide and/or hostess is often a determining factor in her reaction to Sweet Briar.

Tour Guides show prospective students and other guests around the campus and assist the Office of Admissions in its recruitment efforts. A chairwoman, who is appointed by the Office of Admissions, coordinates the activities of the guides. First-year students are eligible to be guides after the fall term. Anyone who is interested in being a Tour Guide should contact the Admissions Office.

Student Hostesses are headed by the Overnight Hostess Chairwoman. Hostesses entertain prospective students who wish to spend a night in the residence halls. Those who are interested in being a Hostess may volunteer at the Office of Admissions in the early fall. The Chairwoman is responsible for placing the prospective student with a hostess.

Unity

The purpose of Unity is to unify, nurture, involve, teach and enhance multi-cultural social and educational programs while providing a structured group for student interaction.

WUDZ - Sweet Briar Radio Station

Sweet Briar's campus radio station can be found on 89.9 on your FM dial. It is a non-commercial station, which grants flexibility to a variety of music of interest to the student body. SBC students have the opportunity to gain hands-on experience in communications and advertising. The studio is located on the first floor of Reid.

Young Democrats

The Young Democrats strive to educate people about political thought and activity, and to support and promote the candidates and ideas of the Democratic Party of Virginia and the United States. The club is part of the Virginia Young Democrats consisting of college and teen clubs statewide. Members of the Sweet Briar Young Democrats have attended the annual Virginia Young Democrats conference, as well as hosting an Annual Intercollegiate Gala. The club sponsors lunch discussion, social activities, and participates annually in the Lynchburg Walk for Multiple Sclerosis.

Committees

Academic Affairs Committee

The Academic Affairs Committee shall consist of the Chair and Vice-Chair of the Committee elected by the student body and four student representatives elected by the sophomore class, four representatives elected by the freshman class and one representative from each major department. The purpose of the Committee shall be to elicit suggestions and make recommendations for improvement of the academic program. The duties of the committee will include two members (in addition to the Chair) to serve for the academic year on the Committee on Instruction.

Arts Committee

This committee, which is composed of faculty and students, plans the College's concert series (Babcock Season) for the entire year. Student representatives are nominated for the committee based on their involvement with the arts and are elected by the Arts Committee.

Campus Events Organization

CEO received official recognition from SGA in 1999, after the restructuring of the former Student Activities Board. The mission of CEO is to promote and provide entertainment through social, cultural, recreational, and educational programs and activities. Membership shall consist of a President, an Administrative Assistant, and a Chair of each of the programming areas mentioned. Its treasurer shall be one and the same as with SGA. CEO will work closely and collaboratively with Inter-Club.

Chapel Committee

This committee, chaired by the Chaplain, is composed of faculty, staff and students. The committee designs and implements programs to enrich the spiritual, moral and intellectual life of the college. It also plans programs and events to serve the Sweet Briar population in observing holidays. Each class elects or selects students to serve on this committee.

Health and Wellness Committee

This committee is composed of faculty, staff and two student representatives from each class. The committee serves as a forum for discussion of health related issues and as an advisory board to the health service. Members develop and assist in presenting programs on health matters for the Sweet Briar College community.

Lectures and Events Committee

The Lectures Committee investigates and selects major speakers and lecturers from many proposals in order to develop a coherent series of events to enhance the academic and co-curricular programs. The Lectures Committee is co-chaired by a faculty member and an administrator. Its membership consists of five faculty members, four members of the administration, and four students, one elected from each class. The students are

able to propose lectures and be involved in the planning and introduction of these lectures to the Sweet Briar Campus. Being a student representative of this committee is a serious responsibility, and the benefits gained from representing your class are very rewarding.

Student Athlete Advisory Council

The Council is composed of one representative of each varsity sport and one faculty member from the Physical Education Department, who serves as a liaison between the Council and the Department. The Council serves as a forum where coaches and players can come together to discuss varsity issues, raise funds for team travel, meet with prospective student athletes who visit the campus, and assist with the organization of the annual varsity awards ceremony.

Sue Reid Slaughter Committee

This committee which is composed of administrators, faculty, and students spends approximately \$20,000 of the Sue Reid Slaughter endowment income annually. The programs are designed to bring unique, unusual events to Sweet Briar College. A representative from each class is elected.

Publications

The Publications Board presides over the three student publications, establishing and maintaining ethical and professional standards. Their other responsibility is the selection of editors. All candidates for editor positions must complete an application discussing their reasons, goals and qualifications and must have an individual interview with the Board. The Board members consist of current and past editors and a representative from each class. The three student publications are:

Red Clay

Red Clay is the College literary magazine. By publishing selected poetry, prose, and art work, by the students, and occasionally by the faculty, Red Clay aims to recognize and to stimulate creativity at Sweet Briar and to bring varied and vital enjoyment to all readers.

The Briar Patch

The Sweet Briar yearbook, called the Briar Patch, is published each fall for the previous year. The Briar Patch staff attempt to cover all aspects of college life, especially the outstanding events of that year, to provide a permanent record and reminder of the year, and to produce a creative publication.

The Sweet Briar Voice

The Sweet Briar Voice, published by the students, is the campus newspaper. The Voice covers important community issues and events. All students who are willing to make a serious time commitment to the paper are encouraged to join the staff, regardless of experience. Some training is

provided. Parents are encouraged to subscribe to The Voice in order to keep up with campus events and opinions. Letters to the Editor are always welcome, as are guest editorials that meet the paper's standards of publication.

Directory of Club and Organization Officers

1999-2000

ACADEMIC AFFAIRS COMMITTEE

Chair Benedicte Valentin

Advisor George Lenz

AINTS AND ASSES

Most Illustrious Marlena Koper, Thea Okonak

Advisor Ann MacDonald

ALPHA LAMBDA DELTA

President Brieanne Vogler

Advisor John Goulde, Alix Ingber

ALTERNATIVES

Co-Chairs Meredith Taylor

Advisor Cheryl Mares

AMNESTY INTERNATIONAL

Chair Anne Lombardi

Advisor Susan Lehman, Mary Anne Wilson

ART GALLERY DOCENTS

President Emily Pegues

Advisor Rebecca Massie Lane

BRIAR PATCH

Editor in Chief Elizabeth Parker

Advisor Susan Iverson

BUM CHUMS

Mother Superior Ameka Reeves

Advisor Jill Granger

CAMPUS EVENTS ORGANIZATION (CEO)

President Allison Johnson

Advisor Dan McCoy

CERCLE FRANCAIS

President Shelly Steiman

Advisor Marie-Therese Killiam

CHEERLEADERS

President Audrey Dickson

Advisor Beth Barthen

CHUNG MUNGS

Most Exalted Jackie Hauslein

Advisor Susan Lehman

CIRCLE K

President Jennifer Taylor

Advisor Kerri Rawlings

CLUB ITALIANO

President Christina Paolicchi

Advisor Rosalia Ascari

COLLEGE REPUBLICANS

President Chris Turner

Advisor Max Graeber

COLLEGIUM (Classics Club)

President Becky Cefaratti, Lys Burdette

Advisor Judith Evans-Grubbs

DAY STUDENTS

Representative Jaime Oliver

Advisor Susan Iverson

EARPHONES

Most MonotonousMelissa Bellan

Advisor Rebecca Massie Lane

EL CLUB DE ESPANOL

President Mandy Rice

Advisor Margaret Stanton

GERMAN CLUB

| | |
|-----------|----------------------|
| President | Marian Spivey (F 99) |
| Advisor | Ronald Horwege |

HABITAT FOR HUMANITY

| | |
|-----------|---------------|
| President | Ginny Gilbert |
| Advisor | Dan McCoy |

INTER-VARSITY CHRISTIAN FELLOWSHIP

| | |
|-------------|----------------|
| Coordinator | Lucy Brooks |
| Advisor | Rebecca McNutt |

NATIONS UNITED

| | |
|-----------|----------------------------|
| President | Olive Eiley, Chhavi Sharma |
| Advisor | Jody Bart |

OVERNIGHT HOSTESSES

| | |
|---------|---------------|
| Chair | Ginny Gilbert |
| Advisor | TBD |

PAINT AND PATCHES

| | |
|-----------|------------------|
| President | Becky Stephenson |
| Advisor | Bill Kershner |

PHI ALPHA DELTA

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| President | Allison Davis |
| Advisor | Barbara Perry |

PSI CHI

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|-----------|-----------------|
| President | Meredith Taylor |
| Advisor | Susan Beers |

PSYCHOLOGY CLUB

| | |
|-----------|------------------|
| President | Jessica McComas |
| Advisor | Tim Loboschefske |

PUBLICATIONS BOARD

| | |
|---------|--------------------------------|
| Chair | Angela Aiken |
| Advisor | Susan Iverson, Martha Woodroof |

Q.V.s

| | |
|---------|---------------------------|
| Liaison | Lys Burdette, Kim Schmidt |
| Advisor | Joan Kent |

RED CLAY

| | |
|---------|--------------------|
| Editor | Hunter McOwen |
| Advisor | John Gregory Brown |

RESIDENT ASSISTANTS

| | |
|----------|-------------------|
| Chair | Wendy Bramlett |
| Director | Kelly Kraft-Meyer |

RIDING COUNCIL

| | |
|-----------|-----------------|
| President | Sarah Machinist |
| Advisor | Cricket Stone |

SEO (Student Environmental Organization)

| | |
|---------|---------------|
| Chair | Heather Kacho |
| Advisor | Sang Hwang |

STUDENT ATHLETE ADVISORY COUNCIL

| | |
|-----------|------------------|
| President | Jessi Livingston |
| Advisor | Bonnie Kestner |

STUDENT MUSIC COUNCIL

| | |
|-----------|----------------|
| President | Nicole Lamm |
| Advisor | Jonathan Green |

SWEETPEAS

| | |
|-----------|--------------|
| President | Elissa Pugh |
| Advisor | Rosie Taylor |

SWEET TONES

| | |
|-----------|----------------|
| President | Christine Bump |
| Advisor | Jonathan Green |

SWEET BRIAR VOICE

| | |
|---------|-----------------|
| Editor | Josie Beets |
| Advisor | Martha Woodroof |

TAPS-N-TOES (T-N-T)

| | |
|-----------|-----------------|
| President | Tiffany Moseley |
| Advisor | Ella Magruder |

TAU PHI

| | |
|-----------|----------------|
| Most Wise | Kristy Chatham |
| Advisor | Amber Moncure |

TOUR GUIDES

| | |
|---------|------------------|
| Chair | Beth Finch |
| Advisor | Gretchen Gravley |

UNITY

| | |
|-----------|---------------|
| President | Ameeka Reeves |
| Advisor | TBD |

WUDZ RADIO STATION

| | |
|-----------|---------------------------|
| President | Melissa Bellan |
| Advisor | John Jaffe, Anne Richards |

YOUNG DEMOCRATS

| | |
|-----------|--------------|
| President | Amanda Jones |
| Advisor | Susan Lehman |

Section II

The Honor System

From the founding of the institution, Sweet Briar College's Honor System has been based on two ideas:

The Honor Principle

Sweet Briar women do not lie, cheat, steal, or violate the rights of others. This code of honorable behavior pervades and defines all aspects of the life of the college. Personal honor and individual responsibility are essential to student conduct in both academic and non-academic life: therefore, the honor code is composed of standards guiding her actions academically as a student, and residually as a member of the college community. The Honor Code and the Judicial system are the means of realizing and implementing this principle. By matriculating, the Sweet Briar student agrees to uphold the honor principle without reservation.

Student Self-Governance

Sweet Briar women consciously choose to govern themselves by the high standards of the honor principle, and with this comes the privilege and responsibility of administering and enforcing this code on the actions of herself and her peers.

If she believes she has broken either the Standards of Academic or Non-Academic Conduct, she must report herself to the Chair of the Judicial Committee. If she has direct knowledge that another student has broken the Standards of Academic or Non-Academic Conduct, she must report the violation to the Judicial Committee Chair within three academic days. She can also ask the student she believes committed the violation to report herself within three academic days to the Judicial Committee Chair. The Honor System can only work if Sweet Briar women strive to incorporate the honor principle into their own behavior, and expect no less from their peers.

The Faculty, the Deans, and the President have legitimate and compelling interests, perspectives, and expertise in the administration of the Honor System, and so participate in the process at critical junctures. But its legitimacy resides in the practical administration of the system by the students of Sweet Briar College.

These two precepts — the honor principle and student self-governance — define the structure and process of the Honor System. The honor principle leads to a code of behavior with standards governing her academic behavior as a student and member of the scholarly community, as well as standards governing her non-academic behavior as a resident of College housing and a member of the Sweet Briar community. Student self-governance leads to the judicial system being run by students elected by their peers, or selected by lot to serve as jurors and pass judgment and impose sanctions for violating the code.

Each student is required to adopt these precepts and to uphold them during the duration of her career at Sweet Briar. After passing the Student Government Association handbook test, every student is expected to sign the Honor Pledge, without reservation. Each time a Sweet Briar student signs her name to anything, she acknowledges her promise to uphold the honor pledge.

Sweet Briar Honor Pledge

Sweet Briar women do not lie, cheat, steal or violate the rights of others. Therefore, I pledge to uphold all standards of honorable conduct. I will report myself and others for any infraction of this pledge.

The following three sections detail the structure and process of the student judicial system. Part I describes the Standards of Academic and Non-Academic Conduct, as well as detailing the student's rights. Part II describes the Judicial Committee's membership and composition, and internal processes and procedures. Part III describes the judicial process and procedure for the handling of cases, giving particular detail to the rights of students and safeguards to insure fundamental fairness in the functioning of the Honor System.

I. Sweet Briar College Honor Code Standards of Conduct

A. Honor Code Standards of Academic Conduct

1. The following actions, among others, constitute a violation of the Honor Code Standards of Academic Conduct:
 - a. Intentional or accidental plagiarism (see also pages 59-60) in a formal academic exercise, which includes, but is not limited to:
 - i. direct or literal copying of a source without proper attribution;
 - ii. paraphrasing or constructing a "mosaic" of a source without proper attribution;
 - iii. use of an author's "apt phrase" without proper attribution;
 - iv. resubmission of one's own work in another academic

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- exercise without the knowledge of both instructors;
 - v. submission of another's work in whole or part with intent to deceive.
 - b. Giving or receiving unacknowledged or unauthorized aid in a formal academic exercise; or intentionally violating the terms or rules of an academic exercise.
 - c. Intentional falsification of data or sources in a formal academic exercise.
 - d. Deceiving or lying to a Faculty member or Administrator concerning the compliance with the terms, conditions, or requirements of an academic exercise; or to gain release from an academic requirement, rule, or exercise.
 - e. Deceiving or lying to a member of the Judicial Committee in the investigation or adjudication of an issue before the Judicial Committee.
 - f. Failure to take "constructive action" after potentially committing, or having direct knowledge of a potential commission of a violation of the Honor Code Standards of Academic Conduct. "Constructive action" constitutes reporting the potential violation within three business days to the Judicial Committee Chair.
2. The act of submitting work or participating in a formal academic exercise constitutes an honor pledge on the part of the student to abide by the Sweet Briar College Honor Code Standards of Academic Conduct. To acknowledge her commitment to live by the standards of the honor principle, she is to sign "I Pledge" and her name to all work that she submits in a formal academic exercise.

B. The Honor Code Standards of Non-Academic Conduct

1. The following actions, among others, constitute a violation of the Honor Code Standards of Non-Academic Conduct:
 - a. The repeated or serious violation of community living agreements or contracts, or the Terms and Conditions of Residency (see Section 4). [Sanctioning of initial or minor violations of these regulations is by the publicly posted procedures of the Division of Co-Curricular Life, which has the sole authority to refer repeated or serious violations to the Judicial Committee].
 - b. The intentional or attempted assault of another member of the College community.
 - c. The intentional unsanctioned use, abuse, taking, destruction, sabotage, misappropriation, or vandalism of the private property of other members of the SBC community, or of college property [such as SGA funds or accounts, IDs, keys, computer systems, and dining hall implements]; or the appropriation for

-
- exclusive personal use of community property.
- d. The intentional disruption or obstruction outside the boundaries protected by the First Amendment of legitimate College operations and activities; giving false information to or defying a legitimate request of a College official; or failing to perform or comply with the terms of a sanction.
 - e. The intentional invasion of the privacy of another student, which constitutes:
 - i. the disclosure of confidential information contained in another student's official College admissions, academic, computer, or disciplinary files or records; or accessing or disclosing private information such as bank records;
 - ii. a member of an honor jury or of the Judicial Committee discussing the specific identifying facts of a case outside of the formal hearing process or legitimate Committee business;
 - iii. a student who initiated a complaint discussing the specific identifying facts of the case with students other than members of the Judicial Committee;
 - iv. a student under investigation confronting the student who initiated the complaint before onset of the hearing process;
 - f. The violation of the officially published College policies such as alcohol, controlled substances, hazing, sexual harassment, anti-discrimination [see section 3].
 - g. Violating the honor principle while representing Sweet Briar
 - h. The serious violation of Federal, State or local law, [including check fraud, and the sale of controlled substances]. Membership in the Sweet Briar community does not mean privileged or immune status from local, state, or federal laws. In situations involving the serious violation of state or federal law, the College reserves the right to proceed against the student in question independently of whatever actions are taken by governmental authorities.
 - i. Failure to take "constructive action" after potentially committing, or having direct knowledge of a potential commission of a violation of the Honor Code Standards of Non-Academic Conduct. "Constructive action" constitutes reporting the potential violation within three academic days to the Judicial Committee Chair.

Sanctions

The following sanctions may be imposed upon any student found to have violated the Honor Code Standards of Conduct:

- a. Official Warning: An oral or written reprimand that does not become a

-
- part of the student's record.
- b. Loss of Privileges: Denial of specified privileges for a designated period of time.
 - c. Fines: Established and published fines may be imposed which the student will need to pay within a designated period of time.
 - d. Restitution: Compensation for loss, damage or injury through the payment of money.
 - e. Compensatory Service: Assignment to an appropriate work requirement related to the offense. A minimum numbers of hours would need to be completed within a specified period of time.
 - f. Referral: to support services and/or educational programs.
 - g. Disciplinary Probation: The student is placed on probation for a designated period of time. Probation is defined as the middle status between good standing and suspension. If another violation is found to have occurred during the probationary period, the student will face more severe sanctions. This could include the student being automatically suspended from the College.
 - h. Honor Probation: The student's honor privileges are revoked for a designated period of time, which is recorded on the student's transcript during the probationary period. If another violation is found to have occurred during this time, the student will face more severe sanctions. This could include the student being automatically suspended from the College. The revocation of honor privileges includes suspension of the pledge, which entails losing the validity of her signature temporarily in the Sweet Briar community. A student with a suspended pledge cannot take an unproctored exam or utilize charge privileges on campus. The suspension of pledge remains on the transcript for six months after the suspension period is in effect.
 - i. Suspension from the College: The student is removed from the College for not less than the remainder of the semester in which the offense occurred. At the end of the suspension period the student can rematriculate, but the suspension remains on the permanent transcript. Conditions for the student's return may be specified.
 - j. Dismissal from the College: The student is removed from the College and can return only after giving concrete evidence of reformed character. These conditions for the student's return will be specified. The dismissal remains on the permanent transcript.
 - h. Expulsion from the College: The student is permanently removed from the College. The expulsion remains on the permanent transcript.

The following sanctions may be imposed upon clubs, groups, or organizations:

- a. All of the above sanctions listed, a through h.
 - b. Deactivation: Loss of privileges, including College recognition and/or
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funding for a specified period of time.

More than one of the above sanctions listed may be imposed for any single violation.

The following interim sanctions and processes are available in emergency or extraordinary situations:

In certain circumstances, the Dean of Co-Curricular Life may impose a suspension pending an assessment and/or a hearing before the Judicial Committee. The appropriate circumstances for an interim suspension may be imposed only as follows:

- i. to ensure the safety and well-being of members of the College community;
- ii. to preserve College property;
- iii. to ensure the student's own physical or emotional safety and well-being;
- iv. if the student poses a definite threat of disruption or interference with the normal operations of the College.

During interim suspension, the student shall be denied access to the residence area and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible. A determination of the appropriate circumstances and the extent of the interim suspension shall be made at the sole discretion of the Dean of Co-Curricular Life. In certain circumstances, the Director of Residence Life and Housing, under the direction of the Dean of Co-Curricular Life, may impose a mandated room reassignment or other restrictions prior to a hearing before the Judicial Committee. Whenever interim sanctions are imposed, a hearing shall be convened at the earliest possible time. The interim sanction may remain in effect until a final decision has been reached, including the appropriate appeals process.

In any extreme or clearly dangerous situation the judgment of the President of the College suffices to enforce a decision of temporary suspension and removal from the College until a hearing before the judicial committee can be arranged. This procedure will be accomplished as quickly as possible. The College further reserves the right to exclude at any time, following established procedures that protect individual rights, any student whose conduct or academic standing it regards as unacceptable in a community of scholars and students. Any student accepting a place in the Sweet Briar College community should know that the College will not tolerate illegal acts or extremes of social behavior which ignore the right of others or are injurious to the individual, the community, or to the College itself.

Statement of Student Rights

Sweet Briar students have the right:

1. to the presumption of student innocence and veracity by Faculty, Administration and Staff in all disciplinary processes;
2. to the protection of fundamental fairness in the administrative and disciplinary process;
3. to representation and impartial advice from within the College community during any disciplinary process and hearing, and appeal of any decision to the President of the College;
4. to the expectation and preservation of privacy in the investigation and adjudication of any administrative or disciplinary process;
5. to an education, and to the legal use of the services and facilities intended for student development;
6. to organize their personal life and behavior and to pursue individual activities, except when they interfere with the rights of others or violate College, local, state, or federal policies;
7. to carry on any activity which expresses grievance held against, or changes desired in, society at large, or internally within the College, within the parameters of currently defined constitutional boundaries.

A Joint Statement on Rights and Freedoms of Students, which has been endorsed by the Association of American Colleges in 1969, has been adopted by the Board of Directors subject to certain provisions and stipulations relevant to the educational purposes and administrative system of the College, and is available in the Dean's Office for review.

II. The Judicial Committee

A. Jurisdiction and Power

All judicial powers of the Student Government Association, and the responsibility for administering the Honor Code, are the responsibility of the Judicial Committee. It is through the disciplinary process overseen by the Judicial Committee that all violations of the Honor Code Standards of Academic and Non-Academic Conduct are to be ultimately resolved.

The Judicial Chairs, the Dean of Co-Curricular Life, and the Director of Residence Life and Housing have the responsibility to establish and administer a hearing process for the enforcement and adjudication of minor infractions of the rules and regulations governing residential life and student tenancy, and to refer repeated or serious violations of these regulations to the regular process of the Judicial Committee for disciplinary action. The outcomes of this mediation process should be published following the same procedures of the Judicial Committee.

B. Membership

The Judicial Committee is composed of the elected students, faculty, and administrators responsible for enforcing the Honor Code Standards of Academic and Non-Academic Conduct. The rules and process governing the election, removal, or replacement of student members of the Judicial Committee are to be determined by the Executive Committee of the Student Government Association. The Committee members must remain on campus until the last day of the exam periods.

1. Student Members

- a. The Judicial Board is led by two Chairs, who must be seniors with previous Judicial Committee experience. They share the duties as the presiding officer in hearings. One serves as the principle chair for Academic Code hearings and the other for Non-Academic Code hearings;
- b. Two Secretaries (juniors or seniors);
- d. Four Student Representatives, who are not first-years. In rotation, one acts as principal investigator and presents evidence at the hearing, another, if wanted, as assistant and/or advocate to the student in question;
- e. Four Student Representatives, elected first-years or sophomores.

2. Faculty Members — Two professors elected by the faculty.

3. Administrators

- a. The Dean of the College [or designate to act in his/her place]
- b. The Dean of Co-Curricular Life [or designate to act in his/her place]

C. The Honor Advisor

The Deans will appoint one faculty/staff member to serve as Honor Advisor. The Honor Advisor is not a member of the Judicial Committee. Rather, the Honor Advisor serves as an independent and impartial advisor to members of the community concerning the Honor System, as well as educating the community about the Honor System. In addition, the Advisor will coordinate training for the Judicial Committee.

D. Internal Rules of Procedure

The Judicial Chair and Committee have the power to establish rules for the smooth operation of the system for that year, including the rotation of responsibilities among the student representatives. Previous rules and bylaws are not binding unless readopted. A written copy of the rules must be filed by the Secretary and a copy kept with the Dean of Co-Curricular Life. These internal rules are available for review by any student or faculty/staff member.

E. Conflicts of Interest and Recusal

A Committee member who is the student in question in an investigation must recuse herself from the Committee until her situation is resolved. If a member of the Committee feels that she can not act fairly and impartially in a situation she may recuse herself. In the case of the recusal of both the Chairs, the Dean of Co-Curricular Life has the authority to appoint a temporary Judicial Chair from the membership of the Student Government Executive Committee. A temporary chair should, but is not required to have, previous Judicial Committee experience.

III. The Judicial Process

A. Investigation

Referral of a potential violation of the Honor Code Standards of Academic or Non-Academic Conduct is made to the Judicial Chair, who notifies the appropriate Dean. Reporting oneself to the Judicial Chairs at the request of another is not necessarily nor should it be construed as an admission of guilt.

In a situation involving the violation of the Terms and Conditions of Residency, or first offense alcohol policy violations, the referral is to the Director of Residence Life and Housing, who will address the incident according to the procedures established by the Judicial Chairs and the Dean of Co-Curricular Life.

In all other situations, a Committee Representative is assigned to be the student investigator, who, with the advice and counsel of the Deans, gathers evidence, interviews witnesses, and investigates the potential violation. In a situation where the student in question did not initiate the investigation by turning herself in, she should be directly and personally notified by the Judicial Chair or Student Investigator. The notification should be only of the potential violation in question, and of the investigatory process. The investigation is to be conducted with the utmost tact, discretion, and concern for the privacy of all involved, particularly and primarily the privacy of the accused individual. The Student Investigator may not have access to any academic or disciplinary files, nor consider a student's prior record. The standard for determining the appropriateness and usefulness of evidence is whether its use is "reasonable" to the average person. Only information of which the witness has direct knowledge can be considered.

The student in question is not required to give information, nor should this refusal be taken as an admission of guilt. She can also seek the help or guidance, as stated under Student's Rights, of another student, the Honor Advisor, or another member of the College community.

If upon initial investigation the Student Investigator, the Dean, and the Judicial Chair determine there is insufficient evidence of a violation, the

case is dismissed. All records, files, or notes of the Student Investigator are to be erased or destroyed, and the student in question is notified directly.

B. Mediation Hearing

Upon determining that there is sufficient evidence that a violation may have occurred, the individual student in question is called to a Mediation Hearing. The written notification must be issued one [1] day in advance, and give the time and place, the violation, and possible sanctions.

For a violation of the Standards of Academic Conduct, the Mediation Hearing will include the Judicial Chair, the Dean of the College, and, if appropriate, the Student Investigator, and the faculty member involved.

For a violation of the Terms and Conditions of Residency, or first offense alcohol policy violations, the session will be adjudicated by the Director of Residence Life and Housing, who will adjudicate the incident according to the procedures established by the Judicial Chairs and the Dean of Co-Curricular Life.

For a violation of the Honor Code Standards of Non-Academic Conduct, the Mediation Hearing will include the Dean of Co-Curricular Life, the Judicial Chair, and, if appropriate, the Student Investigator.

The Mediation Hearing is not a formal hearing. No witnesses are called and the process is not adversarial. Rather, it is an opportunity for the situation to be discussed and an understanding reached. The student in question has the right to be assisted at the session by a Student Advocate, the Honor Advisor, or by a member of the College Faculty or Administration. A record of the session will be kept, and will be admissible if the matter is referred to a formal hearing.

The student can admit to a violation and to accept the sanction determined in a mediation hearing. But the student also has the right to reject the determination, or forgo altogether a mediation session, and request a Formal Hearing. The Judicial Chair and the Dean also have the right to proceed to a Formal Hearing if the issue warrants it, or to call another mediation hearing if it would potentially resolve the issue. If the violation is serious and there exists the potential for suspension, expulsion, or dismissal from the College, a Formal Hearing is required, unless the student waives that right and accepts the sanction.

C. Formal Hearing of the Judicial Committee

The student in question is notified of the Formal Hearing of the Judicial Committee of the Student Government Association. The written notification must be two [2] days in advance, indicating the time and place of the hearing, the violation(s), a list of potential witnesses who may be called, the hearing procedure, and the possible sanctions. Also included will be copies of any written statements available at the time of notification. If the

violation occurred during the exam period, the notification can be one day in advance. The student will also be assigned a Student Advocate to aid in the preparation for the hearing.

1. The Jury

For an Academic Conduct violation hearing, the jury will be four students and four professors. For Non-Academic Conduct hearings, the jury will be six students and two professors.

Faculty jurors are the two members annually elected to the Judicial Committee by the faculty; the other two for Academic Code hearings are to be selected by the Dean of the College.

The student in question can choose one of two methods for selecting student jurors for her hearing: they can be drawn randomly from the student body, or from the Judicial and Executive Committees of the Student Government Association. Upon receiving the hearing notification, the student in question must inform the Secretary of the Judicial Committee which type of selection method she wants. Once the selection process is begun, the student in question cannot change the process, or refuse a properly impaneled jury.

If the student body jury is chosen, student jurors plus a sufficient number of alternates will be selected randomly by lot by the Secretary from a list provided by the Registrar of current students in good academic standing. If the student leader jury is chosen, they will be drawn randomly by the Secretary from the membership of the Judicial Committee who have not had any dealings with the case, and from the membership of the Executive Committee of the Student Government Association.

Jurors will be notified personally by the Secretary at least one day in advance of the hearing with the time, place, confidentiality rules and procedures of the formal hearing. At their discretion the Deans may excuse a student from service on a jury for sufficient cause or conflict of interest.

2. The Presiding Officer

The presiding officer of a hearing for Non-Academic and Academic Code cases will be the Judicial Chair, whose authority on the resolution of questions and adjudication of the process during the hearing is absolute and final. The presiding officer has the power to recess and recall a hearing as she determines necessary.

3. The Hearing Process

Admission of any person to the hearing shall be at the discretion of the Judicial Chair and the Deans.

In hearings involving more than one accused student, the Judicial Chair, at her discretion, may permit the hearings concerning each student to be conducted separately.

If the student in question fails to appear, after waiting a reasonable amount of time the hearing will proceed and a binding decision rendered without her.

There shall be a single written record of all hearings and mediations. The record shall cite the violation(s), the decision (responsible or not), a brief statement of the facts upon which the finding is based, and the disciplinary sanction(s).

4. The Evidentiary Phase

After being called to order, the hearing begins with the presentation of the evidence and witnesses by the Student Investigator. The admissibility of evidence is at the discretion of the presiding officer based on "reasonability."

Student witnesses are presumed to be guided by the Honor Principle, and may only give testimony to that which they know directly. The presiding officer and the Deans may ask questions; jurors and all others can ask questions at the discretion of the presiding officer.

The student in question may not be compelled to testify against herself, and the jury cannot draw a negative implication from that refusal. Any member of the College Chaplain's office or professional medical staff with whom the student has entered into a confidential, privileged relationship cannot be compelled to testify, except with the permission of the student in question. Any prior "bad acts" of the individual are inadmissible.

The Deans will insure that the privacy rights of all students under federal and Virginia law will be preserved and observed; this paramount legal obligation outweighs the authority of the presiding officer in issues of the propriety of evidence and questions.

The student in question, or her Advocate/representative from the College community, has the right to be present for the entire evidentiary phase of the hearing. She has the right to question in turn all witnesses called by the Student Investigator, subject to limits of appropriateness and relevancy determined at the discretion of the presiding officer.

After the conclusion of the Student Investigator's presentation, the student in question has the right to introduce evidence and call witnesses subject to the same limitations governing evidence and fundamental fairness imposed on the Student Investigator. The

Student Investigator has the right to question any witnesses or evidence presented by the student in question.

5. The Deliberation Phase

At the conclusion of the student in question's presentation, the evidentiary phase of the hearing ends. Only the jurors, the presiding officer, and the Deans remain to deliberate — while all deliberate, only the jurors vote.

The standard of guilt is a "clear and convincing consideration of the evidence," which means that there is a high degree of certainty in the mind of the reasonable person that the violation occurred to find the student in violation of the Honor Code. This standard of determination is greater than a "preponderance of the evidence," which requires only that the greater weight of evidence be considered, but is less than the familiar "beyond a reasonable doubt" required for criminal convictions. Factors the jurors should consider are intent, motive, opportunity, deception, and malice.

Voting by the jurors is by secret ballot, and there must be unanimity to find the student in question responsible.

D. The Sanctioning Phase

If the student in question is found responsible, the sanction is determined by the consensus of the Chair, the Deans, and the jury. During the consideration of sanctions, the prior academic and disciplinary record of the student can and should be consulted where appropriate, as well as the actual or potential consequences of the incident.

A faculty member who reports a violation of the Honor Code Standards of Academic Conduct retains the right to confidentially recommend a sanction to the Judicial Committee. She also has the right to take punitive action against the student in the class, but only after the resolution of the full judicial process. A student cannot withdraw or petition to change grade option in a class to avoid being sanctioned.

For a repeated or serious violation of the Terms and Conditions of Residence or matters referred by Campus Safety, the Director of Residence Life and Housing or the Chief of Campus Safety can recommend a sanction to the Judicial Committee pertaining to the revoking of privileges or the imposition of fines, restitution, or compensatory work.

Implementation and monitoring of compliance with sanctions is to be done by the Secretary in conjunction with the Deans. Failure to comply with a sanction is a serious violation of the Honor Code.

E. Appeals

Appeals must be made to the President of the College within three business days of the Formal Hearing. The grounds for an appeal must be either new

evidence, or an error in the process of the hearing, either of which could necessitate a new hearing. In the preparation of an appeal, the student can have access to the record of the mediation and formal hearings, as well as consult with a Student Advocate or the Honor Advisor. If the sanction includes Suspension, Dismissal, or Expulsion, the student can also request a reduction of sanction by appealing for presidential clemency. Only one appeal is permitted, unless credible evidence is presented of a previously unknown gross violation of fundamental fairness by the Judicial Committee.

The President of the College, at her discretion, may appoint a Temporary Appeal Board to review the outcome of the initial hearing. The composition, process, and mandate of an appellate board is at the discretion of the President.

F. Public Notification

The outcomes of all Honor Code investigations, mediations, and formal hearings are to be publicly posted with due regard to the privacy of all concerned. Results of hearings should be posted soon after any appeal is over, whereas the results of investigations or mediations that did not come to formal hearing can be culled and posted twice a semester.

G. Preservation of Records

An official record of the incidents and decisions rendered will be maintained by the Deans. It is the job of the Secretary of the Judicial Committee to keep and preserve the records and minutes of the meetings, investigations, and hearings of the Judicial Committee during the school year. When the Committees docket is cleared at the end of the year, the Secretary compiles for the Deans' statistics and records of the types of cases and outcomes of the year, and insures that all other records, notes, and files from the student members of the Committee are destroyed or erased.

Section III

College Policies

Code of Conduct

All members of the Sweet Briar community must be responsible for their actions and make sure these actions do not impose upon other community members. The College has the authority and responsibility to establish rules and standards which may require academic, moral, and ethical behavior that is considered above the standards of society at large. The principal responsibility for proper conduct rests with each student, and as much as possible, she is encouraged to resolve conflicts of individual rights and responsibilities herself. The College will become involved, however, when a student cannot resolve a conflict herself; when local, state or federal laws have been broken; when there could be or is a potential for personal harm or property damage; or when college regulations have been violated.

Sweet Briar requires students to obey local, state and federal laws. Also the College has regulations which it expects students to follow both on and off campus, and at college-sponsored events. Each student is reminded that, in her conduct off campus as well as on, she is a representative of the Sweet Briar community. She is charged with the responsibility to insure that at all times her conduct reflects creditably upon the good names and ideals of the College. The College does reserve the right to take action against students whose behavior either on or off-campus blemishes the College's general image or reputation. Students whose off-campus activities have a direct bearing on the College or members of the Sweet Briar community could be subject to disciplinary action. Also, if a student is involved in an illegal act off campus, the College does reserve the right to initiate disciplinary action.

Alcohol Policy

The College's statement on the use and possession of alcoholic beverages at Sweet Briar College has been developed to reflect the values of the College and to be in compliance with the Alcohol Beverage Control Laws of the Commonwealth of Virginia. Students are responsible for educating themselves about regulations and abiding by them. Students are considered adults, are expected to obey the law, and are held accountable for their own behavior and safety. As noted in the College's statement, only students of

legal drinking age may possess and consume alcoholic beverages in her residence hall room. Common containers (i.e. beer balls, kegs) are not permitted in residence hall rooms. Students are expected to follow the proper procedures for securing appropriate location and obtaining proper permits for events where alcohol will be served. Per Commonwealth law, alcohol is not to be consumed in public areas, including residence hall lounges, hallways, stairwells, bathrooms, etc.

Students are expected to follow the proper procedures for securing appropriate location and obtaining proper permits for events where alcohol will be served. Sweet Briar College is committed to maintaining a healthy living and learning environment that encourages the lawful and responsible use of alcohol and discourages alcohol abuse. The College's Alcohol Policy is based upon the following objectives and premises:

- The decision to drink is an individual one that should be made responsibly, and in accordance with College, local, state, and federal regulations.
- Each individual who decides to use alcohol should do so in moderation and is accountable for their conduct. Any student who consumes alcohol accepts responsibility for their consequent behavior and may be disciplined in an appropriate fashion. In other words, being intoxicated will not be accepted as an excuse for erratic, irresponsible, and/or disruptive behavior either to one's person, or any other person(s), or to any property.
- No individual should be coerced or encouraged against her wishes to use alcohol. Nonalcoholic beverages must be available at all events where alcohol is being served or offered.
- The College is committed to providing ongoing education and assistance to students regarding the use and abuse of alcohol.
- Violations of local, state, or federal laws also constitute violation of College regulations. Individuals who violate these regulations could be subject to College disciplinary action, in addition to legal consequences.

The laws of the Commonwealth of Virginia apply in all cases to the use and possession of alcohol on Sweet Briar campus. The regulations of the Alcoholic Beverage Control Commission of Virginia require:

- That alcohol not be served to any person whom you know or have reason to believe is under 21 years of age; nor is permitted to consume any alcoholic beverage at a sponsored event.
- That alcohol not be served to any person whom is known or believed to be intoxicated.
- That the consumption of any alcoholic beverages by such a person is not permitted at your event, and that you do not allow such a person to remain in attendance at your event.

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- That you acknowledge your role as an individual host or organization host
 - you can be held liable for alcohol-related accidents and/or injuries.
 - That those who serve alcohol at your event must be 21 years of age or older.
 - Virginia law does impose criminal liability for the sale or purchase of alcoholic beverages to any person who is underage or intoxicated. Violators may be subject to arrest, legal prosecution, and/or College initiated sanctions.
 - Publicity for an event may not include the availability of alcoholic
 - When alcohol is present, the host (event sponsor and/or room owner) must be 21 years of age or older.

It is the responsibility of each member of the Sweet Briar College community and sponsors of any College or private event to know and comply with all pertinent State laws and College regulations. Further, they must assume responsibility and potential liability in all matters of compliance with Federal, State, County, and College regulations regarding the consumption of alcoholic beverages. Lastly, each community member is expected to help prevent any misuse or excesses stemming from the use of alcoholic beverages. In particular, students are reminded of their general responsibility for the safety and welfare of one another, as well as their specific responsibility to the College community for the highest standards of conduct and behavior from themselves and their guests.

General Regulations and Guidelines

- Alcohol may not be used as a focus of membership or recruitment functions (e.g., clubs or special interest groups). In addition to internal disciplinary measures, the College will report to local law enforcement officials any conduct which may be a violation of Virginia's anti-hazing statements or alcoholic beverage control statute.
- At any event at which alcoholic beverages are served, food and nonalcoholic beverages must also be made available and readily accessible to guests for the duration of the event at the same vicinity as the alcoholic beverages and featured as prominently as the alcoholic beverages.
- Alcohol may not be used as a prize for any contest, nor may there be games which emphasize drinking alcohol, i.e. drinking contests.
- The possession or use of beer kegs is not permitted in the residence halls. This includes cardboard kegs and beer balls.
- Except for College-sponsored events and College-approved private parties, the consumption of any alcoholic beverage is not permitted in

outdoor or other areas open to the “public view” on the Campus. This includes walking on campus or in public locations with an open container of alcohol (can, bottle, cup, etc.).

- The consumption of alcoholic beverages is not permitted in athletic facilities or classroom buildings unless a license has been secured for an event in one of these facilities.

Individual Consumption and Responsibility: Students of legal drinking age may possess and consume alcoholic beverages on campus in a responsible manner in the following areas:

- Residence Hall student rooms
- At registered private events
- In the Bistro
- At College events where alcohol is served or made available

An Open Events/College-Controlled Public Spaces is defined as events that are open to SBC students, their guests, and students from other colleges, in areas on campus for which the College has obtained (or can obtain) ABC licensing for the sale or service of alcoholic beverages. Areas included are the Bistro, Prothro Commons, outdoor Dells, the Boathouse, and other areas as approved by the Dean of Co-Curricular Life, or designee. Private Events are events at the Boathouse, E.B. Room, or other College locations that have been scheduled by the Director of College Events.

Regulations Governing Open Events/College-Controlled Public Spaces:

- Any approved student organization (e.g. CEO, a class, club, etc.) or the Division of Co-Curricular Life or other college office may sponsor open events in College controlled public spaces.
- A “green sheet” for open events must be obtained from the Director of College Events fourteen (14) working days prior to the scheduled event.
- If alcohol is to be served or made available, it must be served and consumed in a designated area. If the event is located at Prothro, the dell, the Bistro, the Boathouse or the E.B. Room, decisions regarding distribution and consumption of alcohol will be made on an event-by-event basis by the Dean of Co-Curricular Life, or designee.
- Residence hall public areas can be utilized by SBC students 24 hours per day/7 days per week for impromptu gatherings without alcohol. These areas may also be utilized by students and their male guests during visitation hours. At all times students must respect the rights of other students and the residents of a particular residence hall.

Regulations Governing Private/Social Events:

The following is a list of public areas which can be utilized by SBC students for scheduled events.

Boathouse

E.B. Room - Dew (ground floor)

Reid Pit - Reid (basement)

Any approved student organization, college office or department, or any individuals or groups of students, staff, or faculty may sponsor private gatherings/social events in college-controlled public spaces (i.e. Boathouse, or the E.B. Room). The space must be reserved through the Director of College Events, and written approval for student events will need to be obtained from the Assistant Dean of Co-Curricular Life.

When alcohol is to be served or made available, the event sponsors must obtain permission from the Dean of Co-Curricular Life, or designee, at least one week in advance, and agree to a system to control access to the event and for verifying a lawful process for the service and consumption of alcohol (e.g. picture IDs at door, use of stamp or bracelet, a viable way of designating those of legal age to drink). Alcohol consumption in designated areas can not occur unless a Private Event Reservation Agreement Form has been filed. The size, nature, and location of the event will determine if a staff member, from Co-Curricular Life or the Department of Safety, should be present. All events will be "spot checked" by an officer. The consumption of any alcoholic beverage is not permitted in residence hall common areas, i.e. corridors, stairwells, and lounges. These regulations are subject to an ongoing review.

Drug Policy

The Drug-Free Schools and Communities Act Amendments of 1989, (PL101-226) require applicants for federally funded grants and contracts or student loans to implement a "program to prevent the use of illicit drugs and abuse of alcohol by students and employees." Sweet Briar College fully intends to be in compliance with this law. Therefore, this notice sets forth the College policy regarding student drug and alcohol use and the unlawful possession of controlled substances. College policy is as follows:

- Students are expected and required to reside in our community at all times in appropriate mental and physical condition for pursuing a course of study. Students shall respect and maintain the campus as a drug-free, healthful, safe, and secure environment.
- The unlawful manufacture, distribution, dispensation, possession, or use of alcohol, narcotics, hallucinogens, depressants, stimulants, marijuana, and other controlled substances on College premises, at College activities, or while representing the College off college premises is absolutely prohibited.

Violations of this policy will result in disciplinary action, up to and including termination, and/or satisfactory participation in a counseling program, and may result in referral for legal prosecution. College disciplinary proceedings for violations shall fall within the provisions of Article VII of the Constitution of the Student Government Association. The conduct prohibited by this policy also is prohibited by federal, state, and local laws. Criminal and/or administrative penalties include suspension or loss of driver's license, monetary fines and/or imprisonment. Particulars of these various laws are available from a local U.S. Attorney's office, Commonwealth Attorney's office, or law enforcement officials.

- The College recognizes drug or alcohol dependency as an illness and a major health problem. The use of illicit drugs or abuse of alcohol poses physical, mental, and emotional health risks, such as increased risk of cardiac, renal, and liver dysfunction; pre, peri, and postnatal complications, depression, and suicide. The College also recognizes drug or alcohol abuse as a potential threat to the health, safety and security of other persons or property. The College will make the following drug and alcohol services available to students who wish or need help. These services may be obtained on a voluntary basis or through referral when performance or behavior suggests a problem.

- Immediate health care can be offered through the College Health Center (381-6140). If the situation warrants, a referral can be made for long-term care at an in or outpatient facility.

- The Counseling Center offers free and confidential counseling and referrals for students in dealing with substance abuse problems.

- Students who are placed under observation, hospitalized and/or need medical assistance due to substance use/abuse will be referred to a counselor for an assessment.

- Students convicted of any criminal or administrative drug or alcohol offense shall report same to the Dean of Co-Curricular Life within five (5) days after conviction. The College will not disclose any such report of conviction except as provided by law and this policy.

- Students must abide by the terms of the above policy, as a standard for participation and completion of a program of study at Sweet Briar College.

- The College will conduct a biennial review of its program to determine its effectiveness, make changes where necessary, and ensure that sanctions are consistently enforced.

- Federal, state and local law enforcement officials, including the Department of Safety, will be allowed to investigate and to conduct searches and seizures to the extent permitted by law.

- Due to the seriousness of the issue, this Policy is subject to change at any time, as the Administration may deem necessary for the protection of person or property.

Smoking Policy

Secondary smoke has been determined harmful to health, therefore smoking is prohibited in public areas of all academic and administrative buildings, including laboratories, classrooms, seminar rooms, lounges and adjacent hallways and stairwells. Smoking is also prohibited in the gymnasium, Pannell Center, library and the Babcock Fine Arts Center. Smoking is permitted in the offices of members of the faculty and staff while such members are present.

Smoking is not permitted in any College residence facility other than in a student's own room when the door is closed. Smoking is prohibited in any public area in the Residence Areas including elevators, bathrooms, lobby, lounges, hallways, etc.

Residents are expected to use caution when lighting, smoking and extinguishing cigarettes or other smoking materials. Students are liable for any injury to others and/or damage to property resulting from negligence.

Policy on Hazing and Standards of Group Behavior

PREAMBLE: Sweet Briar College's Moral, Ethical, and Legal Obligations

Sweet Briar is a student-centered college that values and promotes flexible learning and living experiences in a residential environment, encourages the physical well being of all members of its community, ethical awareness, sensitivity to others, responsibility for one's actions, individual initiative, and the assumption of personal leadership. Hazing is contrary to these goals.

Hazing is an abuse of power and often serves to degrade and diminish those who seek membership into a group and is antithetical to the College's historical mission. At the founding of the College in 1901, Dr. Mary Benedict took a principled stand against hazing as divisive and regressive, preventing us from achieving our potential as an intellectual community.

Hazing serves no constructive role within the College. Hazing teaches that dominion over another should be exercised not with regard to decency and fairness, but arbitrarily and capriciously. It teaches that respect should be based not on a person's character, but on their unearned place in the social hierarchy. It teaches that simple cruelty is socially acceptable and tolerated. It also interferes with the academic mission of the College and the intellectual life of a community of scholars. Hazing is thus both morally and ethically wrong because it teaches the wrong lessons.

Moreover, hazing is a crime in Virginia. Virginia Code § 18.2-56 states:

It shall be unlawful to haze, or otherwise mistreat so as to cause bodily injury, to any student at any school, college, or university.

Any person found guilty thereof shall be guilty of a Class I misdemeanor, unless the injury would be such as to constitute a felony, and in that event the punishment shall be inflicted as is otherwise provided by law for the punishment of such felony.

Any person receiving bodily injury by hazing or mistreatment shall have a right to sue, civilly, the person or persons guilty thereof.

The president, or other presiding official of any school, college or university, receiving appropriations from the state treasury shall, upon satisfactory proof of the guilt of any student found guilty of hazing or mistreating another student so as to cause bodily injury, expel such student so found guilty, and shall make report thereof to the attorney of the Commonwealth of the county or city in which such school, college or university is, who shall present the same to the grand jury of such city or county convened next after such report is made to him.

Thus, the College has a legal obligation to punish hazing when it occurs. In addition, to fulfill its moral and ethical obligation, the College has established standards for group behavior. All student clubs and organizations are responsible for encouraging an atmosphere of learning, social responsibility, and respect for human dignity. They are also expected to provide a positive influence and constructive development for current members as well as aspiring members, by exercising good judgment as it relates to club and organization activities and requirements.

INDIVIDUAL AND GROUP RESPONSIBILITY

Hazing typically is done by groups and individuals within groups to prospective members being brought into the group. To prevent hazing, the policy provides for the sanctioning of any individual who hazes another as well as the offending group(s) as an entity. Therefore, individual members of the Sweet Briar community will be held responsible for their actions as will members of the community acting as a recognizable group.

As with sexual harassment and other forms of assault, an individual cannot legitimately consent to being hazed. At no time will implied or actual consent to participation in an activity by those being hazed be considered a defense against a charge of hazing by those doing the hazing.

All college-approved clubs, groups and organizations (CGO) will annually review the College Policy on Hazing and Standards of Group Behavior; both the advisor and the designated head of the CGO are required to return an acknowledgment to the Inter-Club Council that they have read

the policy and discussed it with members of the club, group or organization. Each college-approved club, group and organization will include in its bylaws a statement about adherence to the College Policy on Hazing and Standards of Group Behavior. When appropriate, the organization must also include in its bylaws specific sanctions which will be applied to violations of the group's own rules. These rules and violations will be drawn up and made part of the group's bylaws in consultation with Inter-Club Council.

Potential violations of the policy on hazing and standards of group behavior are potential violations of the Honor Code Standards for Non-Academic Conduct and will be adjudicated as such, except as modified by the College's Anti-Hazing Rules and Procedures. A detailed description of the College's policy setting forth the adjudication procedures as well as available sanctions can be obtained from the Office of the Dean of Co-Curricular Life or the Judicial Committee. Hazing as defined by the College is broader than the definition set forth in the Virginia code, and is more particularly defined in the College's Anti-Hazing Rules and Procedures.

PRESIDENTIAL REVIEW

The outcome of all investigations and hearings of potential violations of the policy on hazing and standards of group behavior will automatically be forwarded to the President's office for review. As the individual legally responsible for the compliance with state law, the president can accept or overturn any case outcome.

Sexual Harassment Policy

Sexual harassment will not be tolerated at Sweet Briar College from any member of the Sweet Briar community. Behavior that constitutes sexual harassment includes, but is not limited to: unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature, whenever:

1. Submission to such conduct is implicitly or explicitly a term or condition of employment or participation in an educational program; or
2. Submission or rejection is used as a basis for an academic or employment decision; or
3. Such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or participation, or of creating an intimidating, hostile, or offensive educational or work environment.

Any member of the Sweet Briar community who feels that he or she has been the subject of sexual harassment should report the incident to the following College officials:

Student complaint - Dean of Co-Curricular Life

Faculty complaint - Dean of the College

Staff complaint - Vice President for Finance and Administration

The investigation and discipline of an individual alleged to have engaged in sex discrimination, in the form of sexual harassment or otherwise, will be in accordance with 1) the Faculty and Staff Handbook, 2) the Constitutional Bylaws of the Student Government Association, or 3) the Employee cable. Any member of the Sweet Briar community who engages in the behavior mentioned above is subject to disciplinary action, including dismissal. A detailed description of the College's policy is available from any of the offices identified above.

Statement of Compliance

Sweet Briar College provides notice of intent to comply with the regulations effectuating Title IX of the Higher Education Amendments of 1972 as amended by Public Law 93-568. The College intends to adhere to the letter and the spirit of the law through a policy of nondiscrimination on the basis of sex in all College operations. This policy applies in particular to our education program, to all employees therein and to admissions thereto save where excepted under subpart C86.15 (a).

Anti-Discrimination Policy

In accordance with federal law and the law of the Commonwealth of Virginia, discrimination in educational programs or in employment on the basis of race, religion, nationality, sex*, age, handicap, veteran status, or sexual orientation by one member of the Sweet Briar community against any other member of the Sweet Briar community will not be tolerated. Discrimination encompasses any difference in treatment on a prohibited basis. THIS PROHIBITION AGAINST UNLAWFUL DISCRIMINATION SHALL NOT IN ANY WAY ALTER, AFFECT, OR NEGATE THE AT-WILL STATUS OF ANY EMPLOYEE.

Any member of the Sweet Briar community who feels that he or she has been the subject of any form of discrimination should promptly report the incident to the following college officials:

Student Complaint: Dean of Co-Curricular Life

Faculty Complaint: Dean of the College

Staff Complaint: Vice President for Finance and Administration

Any member of the Sweet Briar community who engages in the behavior mentioned above is subject to disciplinary action, including dismissal. Conversely, where results of an investigation reveal that a complaint of discriminatory activity is frivolous or groundless, the individual having made

* Unlawful sex discrimination includes, but is not limited to, sexual harassment as outlined in the College's separate policy on that subject.

such a complaint may be subject to the same disciplinary action, including dismissal.

Involuntary Withdrawal Policy

Sweet Briar College may require a student to withdraw from the College under certain circumstances, for the protection of the student, the college, and/or other students. The details of these circumstances, and the standards and procedures regarding involuntary withdrawal are on file in the Office of the Dean of the College.

Intercollegiate Athletic Physical Examination Policy

All entering students are required to have had a recent physical examination, with a copy of the report on file at the Health Center. After the initial exam, any students participating on a varsity or club team is required to have annual "follow-up" exams, which are on file at the Health Center. This exam must be on file before any coach is permitted to allow a student athlete to practice or play with the team.

Please see the college catalog and/or Faculty Rulings for the other policies pertaining to the Athletic Department.

Policy on Confidentiality of Educational Records

In compliance with the Family Educational Rights and Privacy Act of 1974 as amended (FERPA), Sweet Briar College's policy has outlined herein establishes certain prerequisites and limitations on the release of educational records and personal identification data. The Act was designed to protect the privacy of educational records and to provide guidelines for the correction of incorrect or misleading data.

1. Annual Notice. The College will annually notify students of their rights under the Act by providing each student a copy of this Policy or a summary thereof.
2. Public Access. Certain information is considered public, and the College may release such information in its discretion. For example, unless a student files with the Registrar's Office written notification to withhold disclosure, the College will release announcements of academic honors and awards and will verify dates of attendance, current enrollment status, classification, major field of study, and degree earned or anticipated. In addition, directory information consisting of names, local and home addresses, e-mail addresses, and campus telephone numbers will be published in the College directory.
3. Disclosure to Third Parties. Except as described in paragraph 2 and this paragraph, the College will not release personally identifiable information from educational records to third parties without the student's prior written consent. The College may disclose personally identifiable

information from educational records:

- a. to College officials, including faculty, with a legitimate interest;
 - b. to certain federal, state, and local officials;
 - c. to organizations conducting certain educational studies or accrediting functions; to parents who submit documentation that the student is claimed as a dependent for income tax purposes;
 - d. in connection with a student's application for or receipt of financial aid;
 - e. pursuant to a court order or subpoena, upon reasonable attempt to give advance notice to the student;
 - f. in connection with a health or safety emergency necessary for the protection of the student or others; and
 - g. to organizations or individuals as authorized in writing by the student.
4. Student Access. A student may review her academic records by requesting this in person at the Office of the Registrar. The College will comply with a student's request to inspect and review other education records under this policy within a reasonable period of time, not to exceed 45 days from receipt of request.
5. Limitations and Restrictions on Disclosure and Access. The term "education records" as defined by law and as used herein does not include
 - a. records made and maintained by individual faculty or administrative personnel;
 - b. law enforcement records;
 - c. records that only contain information after an individual is no longer a student;
 - d. employment records; or
 - e. treatment records submitted directly to or maintained solely by the Student Health Center, except that a student may request records to be reviewed by a physician or other appropriate professionals. Student access to records that are not education records is strictly within the College's discretion. In addition, students are not entitled to inspect and preview certain records, including confidential records and recommendations (if a student has signed a written waiver) and financial records. The College may in its discretion, require payment of all delinquent tuition and other outstanding amounts prior to providing copies of records in connection with any other disclosure or access. Students also are responsible to pay reasonable copying charges.
6. Records of Disclosure. Except for access or disclosure under paragraphs

3(a), 3(d), 3(h), and 4 above, the College will maintain record of requests for access to and disclosure of personally identifiable information from education records, for a period of at least one year.

7. Types and Locations of Education Records. The College maintains the following types of education records maintained at the locations indicated:

| <u>Type of Record</u> | <u>Location</u> |
|-----------------------|--------------------|
| Academic Transcript | Registrar's Office |
| Academic Folders | Dean's Office |

8. Requests for Amendment of Records. A student may request the College to amend an educational record believed to be inaccurate, misleading, or in violation of the student's rights. Such a request must be directed to the Registrar of the College for academic records or to the Dean of Co-Curricular Life for other educational records. Upon request, a student shall have the opportunity for a hearing to challenge the content of the education records on the grounds of information being inaccurate or misleading or in violation of the student's rights. If the student does not prevail at the hearing, the student may add a statement to the record describing the student's challenge. Students have a right to file with the U.S. Department of Education a complaint concerning noncompliance with the Act or regulations.

Academic Policies

Class attendance

The College maintains that regular class attendance is essential to its educational plan. It is the responsibility of the student to attend all classes and to keep up her work. Faculty may take class participation into accounting in grading.

Pass/Credit/No Credit Grading Option:

A student with a cumulative grade point average of at least 2.000 may take one course each term on a "Pass/Credit/No Credit" basis with the approval of her advisor. A student in her first term at Sweet Briar is not eligible for this option.

Students who earn grades of "C-" or higher will receive a final grade of "P," those who earn grades of "D+," "D," or "D-" will receive a final grade of "CR," and those who earn a grade of "F" will receive a final grade of "NC."

Dropping and Withdrawing from Courses

A drop takes the course completely off your transcript, and requires the signature of your advisor. A withdrawal is indicated by a "W" on your transcript and requires the signatures of both your instructor and your adviser.

While it is true that it is not a good idea to have too many "W"s on your record, there are occasions when it is the better alternative. Please consult with the Dean's Office if you have a question about this.

Drop and Withdraw deadlines for each semester are listed on the Schedule of Courses. If you have questions feel free to contact the Dean's Office or the Registrar; the deadlines are available on the Registrar's Office website (www.registrar.sbc.edu).

Eligibility

A student whose work is markedly below the average of "C" at the end of any academic term may be declared ineligible to return to the College or be advised to withdraw.

Examinations

Examinations are given in all courses at the end of each term, unless the instructor decides upon some other means of assessment. Students self-schedule their examinations within the period provided in the official calendar for the term. All tests and examinations are given under the Honor System. Violation of its requirements constitutes a serious offense.

Papers and Plagiarism

The presentation of the works or ideas of another as one's own work is plagiarism. The wording used by others in expressing even commonly known facts is private property, and to include it in a paper as though it were one's own, is dishonest. Ideas and facts not generally known and not commonly accepted still bear the personal impress of the people who formulated or discovered them, and it is unfair for the student to present such facts and theories as though they were her own, even if the student makes changes in phrasing from what the originator used to express the idea. The student may use another person's work only if due credit is given.

- a. Credit is given for the words of another by enclosing them in quotation marks or by indenting and single-spacing them.
- b. Credit is given for the fact or idea of another, or the paraphrase or summary of another's work, by the footnote specifying the source. Acknowledgment must be made even though the student expresses the ideas and facts in words different from the source.
- c. A footnote must be used to show exact source. A quoted passage may range from a single work to a phrase, sentence, paragraph, or series of paragraphs.
- d. Every quotation must be exact. If words or phrases within a quotation are omitted for the sake of brevity, three dots (...) should be used to indicate the omitted portion.

-
- e. If such words as pronouns or proper names in a quotation are not clear, an identifying or explanatory word may be inserted by the student. This editorial material must be enclosed in square ([]) brackets.

Academic Honors

Dean's List

Sophomores, juniors, and seniors who have achieved a term credit ratio of not less than 3.500 at the end of a Fall or Spring Term, provided they have carried at least 12 hours of graded work and received no grade below C, may be named to the Dean's List. If a student receives a grade of unsatisfactory, as in Physical Education, that grade will count as a grade below C.

First Year Honors List

First Year Honors are awarded at the end of the Fall Term to first year students who have achieved a credit ratio of 3.300 provided they have carried at least 12 hours of graded work and received no grade below C. If a student receives a grade of unsatisfactory or NC (no credit), as in physical education, that grade will count as a grade below C.

Emilie Watts McVea Scholar

This award is conferred upon the highest ranking member of each class at the beginning of each school year. In order to be eligible for a McVea Scholarship, a student must have earned at least 24 hours at SBC by the end of the first year, or at least 56 hours at SBC by the end of the sophomore year, or at least 60 hours at SBC by the end of either the junior or senior year.

Academic Honorary Organizations

Alpha Lambda Delta

Alpha Lambda Delta is an honor society that acknowledges academic excellence during a student's first year in college. A chapter was established at Sweet Briar in 1991 with the intention to petition for recognition as one of 212 national chapters. To be eligible, a student must be a full-time, first year student pursuing a degree, must achieve a grade point average of 3.5 or higher in her first semester or at the end of her first year, and must not have an incomplete or an F. The purpose of Alpha Lambda Delta is to promote a continued high standard of learning and to encourage superior academic achievement during a student's first year at Sweet Briar.

Phi Beta Kappa

In 1949, the United Chapters of Phi Beta Kappa granted a chapter, Theta of Virginia, to Sweet Briar College. Election to membership depends not only on excellent academic record but on evidence of broad cultural interest, scholarly achievement, and promise of intellectual growth. The number of

seniors elected to Phi Beta Kappa rarely exceeds 10 percent of the class and may never exceed 15 percent. A limited number of juniors may be considered for election.

Pi Gamma Mu

A chapter of Pi Gamma Mu, the international honor society in social science, was established at Sweet Briar in 1983. The purpose of the society is to encourage excellence in the social sciences, to inspire an intelligent approach to social problems, and to promote mutual understanding among people of differing opinions. The society recognizes good scholarship and encourages it through enriching programs, a lectureship program, and student faculty fellowship.

Psi Chi

Psi Chi is the National Honor Society in Psychology, founded in 1929 for the purpose of encouraging, stimulating, and maintaining excellence in scholarship and advancing the science of psychology. Membership is open to Sweet Briar students who have registered for major or minor standing in psychology, have completed 8 semester hours in psychology, are ranked in the upper 35% of their class in general scholarship and have earned an average grade of "B" in psychology courses.

Sigma Delta Pi

In May 1990, the new Rho Omega chapter of Sigma Delta Pi, the National Collegiate Hispanic Honor Society, was installed at Sweet Briar College. Ten juniors and seniors were inducted as Charter Members of the society. Students are selected for membership in Sigma Delta Pi based on their academic record in general and on their continued interest and involvement in the study of Hispanic literature and culture.

Tau Phi

This is an honorary society organized for the purpose of upholding the principle of liberal arts education. Upperclassmen are chosen in recognition of their scholarship, character, and aesthetic sensitivity, as well as their interest and participation in the intellectual growth of the College.

Latin Honors Conferred at Graduation

General Latin honors of three ranks-*cum laude*, *magna cum laude*, *summa cum laude*-are awarded to members of the graduating class on the basis of their academic record. Candidates under the Honors Program may receive departmental citations with honors, high honors, or highest honors.

Cum Laude - The degree *cum laude* is a cumulative credit ratio of not less than 3.300.

Magna Cum Laude - The degree *magna cum laude* is a cumulative credit ratio of not less than 3.500.

Summa Cum Laude - The degree summa cum laude is a cumulative credit ratio of not less than 3.800.

General Information

Campus Employment

Application for jobs must be made to, and cleared through, the Director of Financial Aid. Since all recipients of financial aid are normally expected to hold self-help jobs, they will be given preference in job placement.

Delinquent Accounts and Bad Checks

No student who is in arrears to any department or enterprise of the College will be permitted to receive a transcript or diploma. A fine of \$20 will be charged for any check returned for any reason. If more than one check is returned, the student may be referred for judicial action and may lose check cashing privileges for the remainder of the academic year.

Responsibility for Property

Although the College strives to protect the property of its students in the same manner as its own, it will not be responsible for the loss of any personal property of any student. Students are responsible for loss to College property not incurred during normal usage. There is no painting of any College property, except the first-year student hitching post and the sophomore rock. There is no painting of individual or stage property in any area of the residence halls. Any violation of this policy will result in individuals or clubs responsible for the damage being assessed for paint removal or for redecoration of the area in question.

Section IV

Residence Life and Housing

Terms and Conditions of College Residency

Residence area living is an integral part of the college community. It is an opportunity to grow, learn and share; a time to establish meaningful relationships, to learn more about yourself through daily interaction with others, and to accept the responsibilities and privileges of group living in a college environment. Residence area living is more than a room in a building it's "an education".

The atmosphere within your residence area significantly influences your success and personal satisfaction in college. Each resident contributes to making residence hall living a positive experience. A feeling of "community" can only be achieved through mutual consideration, cooperation, and responsible behavior. Community living places a great deal of responsibility on the individual for self-discipline and an awareness of the rights and needs of others.

The policies and guidelines that have been established in the residence areas are designed to help facilitate a harmonious community conducive to academic and personal growth. They are not intended to restrict the individual, but to insure the rights of all students to pursue their educational objectives in a healthy, safe, living and learning environment.

The following are general guidelines for Residence Life. Each residence area maintains, to some degree, its own identity and, upon a majority vote by the residents, may establish through a community agreement additional guidelines than those described in this handbook.

Residence Life Staff

Resident Coordinators and Resident Assistants work with students in their residence area, to insure an environment where students may pursue their interests, understanding the importance of mutual respect and consideration. Staff are also instrumental in assisting students in developing positive attitudes and behaviors to deal responsibly with the establishment of a more independent life style.

Resident Coordinators and Resident Assistants maintain a high degree of visibility in the residence halls and do so to provide assistance and guidance. Throughout the academic year, in cooperation with residents, the Residence Life Staff conducts educational programs and social activities designed to meet the needs, interests, and talents of the residents.

Coordinating the residence life staff initiative is the Director of Residence Life and Housing. Also on staff is the Coordinator of Residential Programs who develops and implements programming, works with students and their housing assignments, assists with operations, and oversees the First Year Program/Key Resource Center. Resident Coordinators are part time professional staff members who have particular expertise and interest in providing personal counseling, assisting with individual or group problem solving, conflict mediation, and in promoting the development of community. These staff members reside in the residence halls and are on call, and available evenings and weekends.

The Resident Assistant position is an excellent leadership opportunity. The role of the Resident Assistant is to be a resource, to coordinate programming interests, to be a liaison with the Office of Residence Life and Housing, to make referrals, to confront inappropriate behavior, and more. Students interested in applying for this position should stop by the Office of Residence Life and Housing for additional information. The application process occurs during the early part of the spring term and consists of submitting an application and recommendations. Each candidate participates in a group process with other candidates and in an individual interview with representatives from the current Resident Assistant Staff, the Director and other members of the Co-Curricular Life Staff. Final selection recommendations are made by the Resident Assistant Selections Committee to the Director, the current and future Chairwoman of the Resident Assistant Staff and other selected members of Residence Life Staff.

1999 - 2000 Resident Assistants (RAs)

| | |
|------------|--|
| Carson | Sonya DeConick, Melissa Bellan |
| Dew | Elissa Pugh, Abby Schmidt, Sarah Warner |
| Grammer | Lindsey Brooker, Jessica McCloskey, Sarah Hanket |
| Manson | Jackie Chatham, Amy Whitney, Angela Aiken |
| Meta Glass | Maureena Robertson, Allison Gross, Mary Jo Bell, Audrey Dickson, Alison Cooper, Katie Wood |
| Randolph | Noelle Dwarzski, Josie Beets, Meghan Frier |
| Reid | Meredith Taylor, Wendy Bramlett, Elizabeth Finch |

Key Leaders

| | |
|------------|---|
| Grammer | Jee Park, Alicia Watson, Grace Turner |
| Meta Glass | Tia Trout, Megan Tarnowski, Kate McClellan, Jenaire Terry, Emily Johnston, Alexis Kovacs, Laura Reither, Becky Cefaratti, Jennifer Taylor |

1999 - 2000 Resident Coordinators (RCs)

| | |
|---------------------|---------------|
| Dew and Carson | Judy Brown |
| Grammar | Debbie Thomas |
| House One | Dan McCoy |
| Manson and Randolph | Teresa Henley |
| Meta Glass | Kelly Roberts |
| Reid | TBA |

General Conditions

The policies and guidelines that have been established are designed to promote and maintain a living environment which enhances a student's opportunities to prosper academically and socially. Students and their guests are responsible for complying with all College policies and regulations included in this document as well as in the College Catalog and the Housing Agreement.

The College has the right to revoke residency for health and safety reasons, to remove/dismiss a student whose emotional or physical health or well being is determined to pose a risk to herself, others, or the College, to seek disciplinary action for violations of rules and regulations, and for the nonpayment of bills. In addition, the College will seek financial restitution for damage to or loss of property. The Housing Agreement is binding for one academic year which includes the fall and spring semesters.

Resident Status

Students are not permitted to live off campus unless they are enrolled as a Turning Point student or are living at home with a parent or guardian and are enrolled at the College as a Day Student. Students who turn 24 years of age (prior to the fall enrollment) are considered independent by the Federal Government. For this reason they are permitted to reside off campus once authorized by the Office of Residence Life and Housing. Students who believe there are circumstances which warrant an exception this rule should submit such a request in writing to the Director of Residence Life and Housing, Dean of Co-Curricular Life, and the Vice President for Finance and Administration.

Married Students

Since student housing is not available for married couples on campus, the student and her partner are responsible for making off-campus housing arrangements.

Enrollment Deposit

All residents must pay an enrollment fee for classes in order to participate in the Spring Room Lottery, and/or to reserve a space on campus as a new student. Each deposit will be applied as a credit on the student's account.

Board Plan

All resident students are required to participate in the College's board plan. Special dietary arrangements, if necessary, can be made with the College's Food Service.

Damage Deposit

A \$75.00 damage deposit is required of all Resident Students. This deposit is maintained during the student's tenure in the residence areas. Any damages to College property that are found during residency or upon termination will be billed to the student. We ask students to report information leading to the appropriate individual(s) responsible for the damage. We encourage students to take responsibility for the damage in which they involved themselves. The \$75 deposit is refunded only when a student's residency is terminated through withdrawals or graduation, she has followed the proper check-out procedure and no residency damage (individual or pro-rated community) is to be assessed.

Room Assignments

Room assignments are made for the entire academic year. Residency must be for one academic year, unless the student is completing the requirements for graduation at the end of the fall semester, entering the College for the first time at the beginning of the spring semester, spending a semester abroad, or a housing vacancy has occurred which would permit occupancy for a shorter period of time. Returning students select rooms in the spring semester during the room selection process. New students are assigned a residence hall space during the summer, based on roommate compatibility. The Office of Residence Life and Housing reserves the right to change room assignments and/or consolidate spaces whenever necessary, without prior notification.

Special Housing Accommodations Policy

Special housing accommodations can be requested by resident students who present conditions, medical or psychological, which are well documented by a licensed physician. Reasonable accommodations will be made to meet the documented need; specific housing requests cannot be guaranteed. The written request must be supported by a licensed physician and will be subject to review by and the approval of the Director of Health Services. The student must execute a medical release form provided by the Director of Health Services; if the student is under the age of 18, the medical release form must be executed by parent or legal guardian. Any requests for such special accommodations for the upcoming academic year must be submitted to the Director of Residence Life and Housing and the Director of Health Services for consideration prior to Spring Room Selection Lottery (for returning students) or on the Lifestyle Preference Form (for new students). Such requests would be for long-term need of special accommodations, and are subject to midyear review. Requests which

are submitted during the academic year will be considered but are dependent upon space availability. Residence Life may have available limited spaces for short-term, intermediate care. Such requests must be approved by the Director of Health Services and the Director of Residence Life and Housing. Access to these spaces will be given if a new medical or psychological condition presents during the year. Assignment to such an alternate space will be on a temporary basis. The time frame will be agreed upon between the Director of Health Services and the Director of Residence Life and Housing.

Roommates

Living together successfully requires a willingness to openly communicate and compromise. It is essential that roommates appreciate and respect individual differences and each other's needs and rights. You are encouraged to establish mutually acceptable guidelines for living arrangements, such as use of personal property, study habits, and visitation.

Quiet Hours/Courtesy Hours

At all times courtesy hours are in effect and any time students are in a residence area they must respect the rights and privacy of other students. Quiet hours are times when students are expected to keep sound and activity within the confines of their rooms.

Volume control on items such as radios, stereos, TV's must be kept at a reasonable level. Excessive noise cannot be permitted. Common courtesy and reasonable discretion are required. During Final Exams, quiet hours are in effect 24 hours per day in all residence areas. Quiet hours/courtesy hours are established in order to provide students with the opportunity for uninterrupted sleep and study. Residents in each residence hall will be given the opportunity to vote to establish quiet hours in their residence area. Residents may re-vote to modify their community agreement at any time thereafter should the hours need to be altered. All residents of a particular unit will be expected to uphold and enforce any majority-voted quiet hours.

Failure to follow these guidelines will result in disciplinary referral. A violation of quiet hours may be considered a community disturbance. Students involved in community disturbances may have their residency revoked or reassigned.

Visitation/Guest Policy

While visitation within the residence areas is a privilege and is encouraged, reasonable discretion and good judgment must be used. Care needs to be taken so as not to conflict with the rights and privacy of other students who

are entitled to the use of the residence area facilities in a manner consistent with the design of the facility. Each resident is allowed a maximum of two nonstudent guests per resident present in the room.

Female visitors may be a guest in the residence areas at any time with the agreement of roommates. For visits in excess of three consecutive nights approval must be obtained from the Office of Residence Life and Housing. Male visitors may be the guest of a Sweet Briar student in her residence hall room with the agreement of roommates and in accordance with the following regulations:

For Upperclasswomen

Option A: no male visitation Monday-Thursday; visitation Friday and Saturday, noon-1 am; Sunday noon-midnight.

24/7: male visitation permitted at any time with the agreement of the roommate(s). For visits in excess of three consecutive nights approval must be obtained from the Office of Residence Life and Housing.

For First-Year Students

Option 1: no male visitation Monday-Thursday; visitation Friday and Saturday, noon-1 am; Sunday noon-midnight.

Option 2: male visitation Monday-Thursday, noon-midnight; Friday, noon-3 am; Saturday, 10 am-3 am; Sunday, 10 am-midnight.

Option 3: male visitation Monday-Thursday, noon-1 am; Friday noon-Monday 1 am.

During its hours of operation, Check-Point will require all visitors to record their name and car upon entrance to the campus.

It is the responsibility of each student to abide by, know and support these hours. It is a student's responsibility to accompany her male guest at all times when he is in the residence hall or entering/leaving the hall. Students must provide their roommate(s) with 24 hour advance notice when having/expecting an overnight guest, and receive the roommate(s) full consent. Should this consent not be available, the student should utilize other alternatives, i.e. Guest Housing. Male guests are required to remain in the room of their host from 3:00 am - 9:00 am when staying overnight unless in case of an emergency and only then when escorted by their hostess. Male guests must comply with the policies established by community agreement for the use of residence hall showers and other facilities. Once defined these policies must be posted. Failure to cooperate with the policy in any manner may result in restriction of visitation privileges and/or further disciplinary action.

The host resident is responsible for her guests' conduct at all times. All

guests are expected to abide by all College policies and guidelines, as well as state, local and federal laws. The host resident can be held responsible for any violation committed by her guest as if the student committed the violation personally. The host resident will be held responsible for damage to College facilities/property due to damage committed by herself and/or her guest. Any guest's failure to assume responsibility for his actions may be subject to administrative consequences by the College and/or prosecution in a court of law. Inappropriate actions on the part of a guest and/or failure to comply with this policy will result in the guest being asked to leave the campus.

Male Family Visitor: Underclass students may take a male relative to her room any day from 6:00 a.m. to 11:00 p.m., but she is expected to prepare other residents on the hall, and she must accompany her guest while he is in the residence hall.

Restricting Visitation: Every residence hall has the right to close the hall to males on any particular night. A one-third vote during exams and a one-half vote at other times, taken by secret ballot, of those present and voting at a hall meeting at which there is a quorum of two-thirds, is required to close the residence hall for one night or succession of nights.

Overnight away from room: In a close-knit community, such as Sweet Briar, community members grow to know and care for one another. It is easy to become concerned when a community member is unable to be located. For this reason if a resident is staying overnight in any place other than her own room, she is encouraged to leave information, with a friend, roommate or RA, concerning her whereabouts or the name of a contact person who would know her location.

Trash Policy

Residents must clean their rooms regularly, remove waste material, and maintain reasonable sanitation and safety standards. Students may not place personal trash in lounges, hallways, stairwells, closets, bathrooms or kitchens; residents must dispose of personal trash in the proper receptacles. Nothing may be thrown from windows. Any trash belonging to a resident that is not disposed of in the correct receptacles, will be in violation of the policy. If the responsible individual(s) is not identified, cleaning fees will be pro-rated to the community.

Temporary Housing

Resident students placed in a temporary housing assignment will be required to vacate from that assignment and move to a permanent housing assignment when requested to do so by the Office of Residence Life and Housing. Permanent housing assignments will be made as each space becomes available. Students will be placed in their permanent housing assignment based on their date of enrollment fee paid.

Reassignment/Room Changes

Students may not change rooms without prior permission from the Office of Residence Life and Housing. If roommates find they are having difficulty, the Office of Residence Life and Housing has a specific procedure which involves roommate mediation with a Residence Life Staff person. While students are encouraged to resolve concerns that may develop as they learn to live together, genuine incompatibility between roommates is sometimes inevitable. When this becomes apparent, the Residence Life Staff will assist students in securing a more appropriate living situation. Room changes cannot be guaranteed. All room changes must be coordinated through the Office of Residence Life and Housing. Any student who makes an unauthorized room change may be subject to the College judicial process and required to return to the originally assigned room and will be assessed a minimum of a \$25.00 fine.

The Office of Residence Life and Housing reserves the right to reassign and/or consolidate residents and to fill vacancies as it deems necessary. Students must check into their residence area by the conclusion of the first day of classes for Fall or Spring Semester. Failure to do so may result in the student losing their residence assignment. Loss of an assigned space will mean reassignment by the Office of Residence Life and Housing.

Room Vacancies/Room Consolidation

When a vacancy occurs in a room designed for multiple occupancy the residents have 48 hours to select a new roommate (contingent upon the time in the semester) or the Office of Residence Life and Housing will assign a new roommate. The Office of Residence Life and Housing reserves the right to consolidate vacancies. Consolidation of rooms requires students who reside in rooms where vacancies exist to move in with one another.

Change of Status

Any resident who withdraws or whose course load is reduced to less than 12 credit hours is no longer considered a full-time student. To remain in residence, written request must be approved by the Dean of Co-Curricular Life and/or the Director of Residence Life and Housing. If student request is denied, it is expected that they check out of residence within 24 hours or risk being charged with trespassing.

Room Responsibility

Each resident must complete and sign the required room condition report (RCR) and Housing Agreement within 24 hours of occupying an assigned space. At the expiration of occupancy, these forms, when countersigned by Residence Life Staff will be a basis for assessment of any damages or losses or violations attributable to the resident. The Residence Life Staff's review of the condition of the room will be final and appropriate billing/action will follow.

At the time of check-out, each resident is responsible for insuring the completion of the room condition report (RCR) and obtaining the signature of the Residence Life Staff member. It is expected each room will be in move in condition upon check-out. Failure to complete this process will result in the students assuming full responsibility for damages/violations and she may be assessed a fine. After 30 days, charges/damage billing cannot be disputed.

Moving Out of a Residence Area Room

Students are required to remove all of their personal belongings from their assigned room once residence has been terminated. This removal must be completed within 24 hours. The College is not responsible for any belongings left behind by a student. The College will enter the room for house-keeping purposes and will remove and/or discard any personal belongings left behind, as property of the College.

Storage Policy

Academic Year: Sweet Briar offers limited storage during the academic year. The following items may be stored, at the student's own risk, during the academic year: trunks (which are defined as having two handles and a lock), luggage, and computer boxes. These items must be labeled with storage tags, which are available from any residence life staff member and/or from the Office of Residence Life and Housing. Students need to move the items to be stored to the attic entrances of the building in which they reside on the days and times arranged by Physical Plant. They will be clearly posted prior to opening. No other boxes (empty or full) or personal items may be stored during the academic year. If the student would like to keep boxes from year to year, it is suggested that they collapse them and store them behind the dressers or bookcases or under the beds and/or carpets. For fire and safety, as well as aesthetic reasons, items left in the hallways will become the property of the College and removed.

Students will only be able to gain access to items in storage prior to scheduled breaks, such as Reading Days, Thanksgiving, End of the Semester, Start of the Semester, and Spring Break. Dates and times will be clearly posted. Students will need to go to the storage in their building to obtain what they need/want. Due to the limited accessibility to storage, please carefully select the items to be stored, as students will not be able to get to them as quickly as needed.

Summer: Due to fire safety regulations and limited spacing, the College is no longer able to offer summer storage to students. This past year, the College worked with a local off campus storage company. It is expected that a similar system will be available to students in the Spring of 2000 for a minimal cost to the student. More details will be given to students in their closing information packets during the Spring semester.

Vacation Procedure

The residence halls close for **all** vacation periods. No provisions can be made for late departures or early arrivals. Residents are advised to make travel arrangements accordingly. In addition, students are required to vacate campus within 24 hours of their last exam or by the time the halls officially close, whichever comes first.

Vacation Periods

Thanksgiving Holiday: Residence Areas close Friday, 11/19/99 at 5:30 pm. Reopen Sunday, 11/28/99 at 1:00 pm.

Semester Break: Residence Areas close 12/17/99 at 5:30 pm. (Students must vacate campus within 24 hours following their last exam or by the closing day/time whichever comes first.)

Spring Semester: Residence Areas open for residents returning for spring term on Sunday, 1/16/00 at 1:00 p.m.

Spring Vacation: Residence Areas close Friday, 3/3/00 at 5:30 pm. Reopen Sunday, 3/12/00 at 1:00 pm.

End of Year: Residence Areas close Thursday, 5/4/00 at 5:30 pm. All students must vacate campus immediately following their last exam; seniors are permitted to remain in residence through commencement on Sunday, 5/7/00. The halls close at 5:30 p.m.

Care of Room

Residents are expected to keep their room and its furnishings clean and orderly. Each resident is responsible for damage to or loss of furniture, fixtures, equipment and effects, provided to her by the College. In the event that two or more persons occupy the same room and it cannot be ascertained who is responsible for the loss, damage or violation, the assessment and/or disciplinary consequence shall be shared equally among those assigned to the space.

Each resident room is furnished with beds and bureaus. Bed linens and blankets are not provided, however the student may elect to contract with to laundry rental service for these items. Each student is required to bring and use a fluid proof mattress pad. Due to storage limitations, beds and bureaus may not be removed from rooms nor may furnishings from common areas (lounges) be removed; violation will result in at least a \$25 fine. Charges for moving furniture back to their proper location or for the replacement costs of furnishings will be assessed against the responsible resident(s). Requests for additional furniture or for removal of certain furniture (bookcase, desk, chair) will be considered on a limited basis, only after hallways and storage areas have been cleared from opening week. Such requests should be submitted in writing to Physical Plant in the form

of a work order. Mirrors must remain attached to dressers. If removed, the responsible resident(s) will be assessed a charge for re-hanging the mirror.

Residents are responsible for personal furnishing(s) and must plan to remove them accordingly at the conclusion of the academic year, the end of a student's summer study, or within 24 hours of when residency is terminated. Failure to remove personal furniture will result in at least a \$25 fine per item.

Painting of rooms, doors, door casings inside and out is not permitted, and will result in assessment of damages. Residents shall not write or post information or material which is an invasion or violation of any individual's rights. Automatic door closures on any door cannot be removed or tampered with, and will result in repair and disciplinary action to the responsible residents.

As a community, residents are responsible for the condition of the public common areas. Damage which cannot be assessed to the appropriate individual(s) will be pro-rated amongst the building or floor.

Health, Safety, and Well-Being

Health and safety regulations are maintained by the College for the protection of the entire community. The well-being of the resident student cannot be ensured solely by any set of regulations as it also requires the student's acceptance of mutual accountability and respect for fellow students.

It is expected that all residents will respect other's individual needs. Residents are accountable for any disturbing activity that can be heard beyond their own room and must adjust activities to within that range if asked. Roommates are mutually accountable for adherence to all College policies.

Smoking is prohibited in all public areas of the residence halls. Smoking is permitted in student bedrooms only.

No person shall create, either intentionally or recklessly, a condition which endangers or threatens the safety or well-being of other persons or damages property; nor shall any person willingly create a health hazard or nuisance in any residence area. Failure to comply with these Terms and Conditions of College Residency will result in disciplinary action which may include reassignment or revocation of the student's residency.

The following specific regulations are in effect. Each violation will result in some form of disciplinary action.

- Candles, lanterns, incense and potpourri are prohibited. Students are liable for any injury to others and/or damage to property resulting from negligence.

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- Flammable decorations such as live evergreens (i.e. fir or pine trees) or streamers are prohibited in any residential area. Mini lights and string lights which are UL approved are permitted provided they are not stapled into place, but clip lamps are prohibited.
 - Failure to evacuate a building during a fire alarm will result in disciplinary action.
 - Hot plates, electric frying pans, immersion coils, microwaves as well as any other similar cooking or heating devices are not permitted.
 - Appliances which create an electrical problem are prohibited.
 - Air conditioning equipment and outside radio or television aerials are prohibited in all residence halls.
 - Multiple wall sockets or prongs, other than 15 amp power strips, are not permitted.
 - No changes in the electrical wiring system are permitted. Overloading of circuits must be avoided; use of a power strip is required.
 - No sheets or tapestries may be hung on ceilings, over windows or as room dividers.
 - Screens may not be removed from windows.
 - Roofs of residence areas or other campus buildings are off limits.
 - Cooking is not permitted in student rooms. Cooking must be confined to common area kitchens where applicable.
 - The possession of firearms, fireworks, knives, numchucks, capguns, explosives, chemicals or other dangerous weapons or substances is strictly prohibited.
 - Flammable liquids including but not limited to gasoline, turpentine, oil based paint are prohibited in all residence facilities.
 - Possession of pets, with the exception of fish, turtles or hermit crabs, is a violation and will result in disciplinary action.
 - Water beds and other liquid filled furniture are not permitted in any residence facility.
 - Residents are strictly prohibited from making structural modifications to any room.
 - Any sports in the hallway/building, including but not limited to engaging in a "slippery slide", riding bikes, skateboards, and rollerblades are not permitted.
 - The only lofts permitted are those provided by the college.
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- Cinder blocks and bricks are not permitted in rooms; beds cannot be raised.
 - Residents are responsible for room cleanliness. Excessive collection of garbage or unhealthy conditions is prohibited.
 - Improper use of fire exits, windows, roofs, and/or propping of doors will result in a fine; automatic door closers cannot be removed from doors.

Wall/Window Decoration

Thumb tacks, nails, screws, pins, stickers, contact paper, wall paper border, any tape or adherent of any kind, glue or paste may not be used to add decoration to walls. This requirement applies to public areas as well. The College has experienced damage and deterioration to property by student's use of such adherents. Students should check with Resident Assistants for recommended adhesive products. Most residence halls have molding strips furnished for students to hang or suspend lightweight accessories, pictures, and posters. Molding hooks are available in student rooms and may be purchased at the Bookstore or local hardware stores. Some rooms are furnished with towel racks installed by the College; if a towel rack is not installed in your room, you may request one be installed through a work order to Physical Plant. Each student will be responsible for damages resulting from installation of personal hooks and racks.

Each room has either a window shade or mini-blind on each window. Students are responsible for providing their own rods (spring-loaded) and window covering, if desired.

Rugs

The majority of residence hall rooms have either wooden or tiled floor surfaces. Area rugs may be used in student rooms. The student must provide the rug and be responsible for installing, cleaning and removing the rug(s). The College does not provide storage for rugs. Off-campus vendors are available for storage and/or cleaning of rugs.

Residents must plan to remove rugs accordingly at the conclusion of the academic year, the end of a student's summer study, or within 24 hours of when residency is terminated. Failure to remove rug(s) will result in at least a \$25 fine.

Refrigerators

Small portable electric refrigerators may be used in residence hall rooms, provided students take responsibility for acquiring, moving, maintaining, and removing them. Refrigerators should not exceed 4.5 cubic feet, weigh more than 80 pounds, or exceed 240 watts of electricity in normal operation. All appliances, including refrigerators, must bear the seal of Underwriter's Laboratories, Inc. (U.L. Listed). A limited number of rental

refrigerators are available through the Office of Residence Life and Housing for a rental fee.

Bugs and pests are attracted to any food products, including crumbs. Food not stored in common kitchen refrigerators or personal refrigerators should be kept in tin boxes, screw top jars or sealed plastic containers.

Health and Safety Inspections

The Residence Life Staff and/or Housekeeping will inspect each student room at least once per year to insure the room is in proper condition, damage free, and in agreement with all health and safety regulations as outlined in the Terms and Conditions of College Residency. If items which are prohibited are found in the room, they will be confiscated by the Residence Life Staff and the matter will be referred for disciplinary action. A general announcement that room inspections will occur will be given. Residents do not need to be present when the room is checked.

Housekeeping/Maintenance

Members of the housekeeping staff are professionals who work in cooperation with the residence life staff and residents to ensure that the residence halls are clean and in good repairs. These staff members are not available to provide services for individual students. In the spirit of community living, residents are expected to respect housekeeping personnel and assist staff in maintaining a high quality of cleanliness. Male housekeepers will be scheduled to work in residence areas after 8:00 am.

If you have a request for maintenance or repair work, students should submit a work order, unless an emergency. During business hours emergency maintenance requests should be called in directly to Physical Plant at x6110. After hours, please call the Information Desk at x6100 with any emergency.

Fire Safety

All residents must evacuate their building when a fire alarm sounds. Failure to evacuate, causing false alarms, interference with the proper functioning of the fire alarm system and tampering with or removing fire extinguishers are serious offenses. Such violations can be life-threatening. Individuals involved are subject to College disciplinary action which could include possible suspension, a significant monetary fine and/or possible criminal action. When responsible parties cannot be determined, residents of the residence area in which the malicious alarm or tampering took place may be subject to a collective fine.

To ensure unimpeded exit from the residence areas, all fire escapes, stairwells, hallways and ladders must be kept clear at all times. Fire escapes are only to be used during actual fires or fire drills. Fire extinguishers are provided, especially in or near kitchen areas. Each student is encouraged to

familiarize herself with how these are used. Students must never misuse fire extinguishers.

Fire Drills

The College will conduct periodic fire drills throughout the academic year. Students should be familiar with the building exits to be used in the event a fire alarm is sounded. All residents, and all guests are expected to evacuate the residence area when an alarm is sounded and remain outside the residence area until it is declared safe to re-enter by the appropriate College official. Resident Assistants and Student Fire Marshals assist with fire drills and evacuation.

College Access to Student Rooms

The College recognizes residents' rights to privacy, however, it maintains the right for its personnel to enter residents' premises for routine and immediate maintenance, in an emergency involving danger to life or property, for the purpose of health and safety inspections, general cleanliness, when a condition is present that is prohibited by the Housing Agreement or College regulations, or when it is believed that a resident is using assigned space in a manner contrary to the provisions of the College policy. Official law enforcement agencies must have proper search warrants to enter any student's residential space in any non-emergency situation.

Keys

Each resident is issued at check-in a key to her room and the front door of her assigned hall and in some cases, a laundry room key. The student is responsible for each key. All keys issued by the College are property of the College and **may not be duplicated**. In addition, tampering with locks; lending room and/or building keys to another person; or unauthorized entry into any College premises, is not permitted and will result in disciplinary action. If keys are lost or stolen or not returned the student will incur a replacement cost of \$10 for each key plus \$50 for the cost of the lock change. In addition, it is expected that the student report the theft or lost immediately to Campus Safety and then the Office of Residence Life and Housing. The student then needs to complete the appropriate paperwork for key replacement/lock change with the Office of Residence Life and Housing.

Residents are required to carry their room and building key with them at all times as entrances to all residence areas are locked 24 hours a day. Campus phones are installed outside of each residence hall. Guests seeking access to a residence hall to visit a student should call the student on these phones. Students should not permit guests access to the residence halls if the guest is unescorted.

When a student is making a room change (moving from one campus room assignment to another), she must return the room key from the previous

assignment and laundry room key if appropriate and secure a room key for the new assignment. This transaction takes place at the Office of Residence Life and Housing and should be completed within 24 hours of being approved to make a room change. As above, if the key(s) for the previous assignment is not returned or if its return occurs beyond the 24-hour time period, the student is subject to being assessed the key replacement fee as well as the cost for the lock change.

Residents must return their keys upon departing the grounds of the College or incur the replacement costs as outlined above. No keys will be accepted after the student leaves the campus (i.e. via the mail).

Any student who is locked out of her assigned room may follow these procedures to gain entry:

1. Locate the roommate and have her unlock the door.
2. If unable to locate the roommate, contact the Department of Safety and request an officer to provide access to the room. Every student must present proof she is a resident of the room to which she requests access. No student will be given access to a room which is not her own.

The following measures regarding use of keys should be adhered to for the safety of all residents:

- Keep room door and windows locked.
- Each resident is responsible for the keys to her room and hall.
- Do not attach personal identification to keys.
- Do not prop exterior doors.

Keys are designed to fit designated "Key Door" entrances of each residence hall as well as a number of academic buildings. Typically, these entrances are front or main entrance door. Designated "Key Doors" include:

Carson: south entrance facing Gray (main entrance), porch door, rear east door, and west entrance

Dew: front door facing quad and 1st floor door facing Reid, ground floor door facing Reid and rear entrance facing bike shed

Fletcher.* outside door entering into Honors Center (ground floor)

Grammer: 1st floor facing Quad, 1st floor side door facing Meta Glass, ground floor door facing Macke Room, and ground floor door facing Chapel

Gray.* 1st floor door facing Pannell, 2nd floor door facing Benedict, front door facing quad and first floor door facing Carson

House One: front and rear doors

Library:* ground floor door entering into Night Study

Macke Room (Reid Hall):* side door entrance to Reid across from Grammer

Manson: side door across from Admissions House, front door facing parking lot, right ground floor door facing Randolph

Meta Glass: 1st floor door facing Health Center and 1st floor door facing Grammer

Randolph: 1st floor facing Pannell (leads to quad), ground floor facing Manson and ground floor facing Chapel

Reid: front door facing quad, 1st floor door facing Grammer, 1st floor door facing Dew, ground floor facing Dew, and door connecting the Pit and the Macke Room

** non-residential/academic or vending space*

Personal Property

The College is not financially responsible for the loss of, or damage to, personal property. Residents should be familiar with the extent of their family's insurance or seek coverage through a supplemental policy. The College does, however, provide literature on a Student Personal Property plan coverage with an outside vendor at the individual's expense. This information was included in the summer information you received. You are also encouraged to contact the vendor directly at: National Student Services Inc., P. O. Box 1657, Stillwater, Oklahoma 74076.

Personal Telephones

SBC*Telecom provides on campus, local, and long-distance telephone service and CATV service in students' residence hall rooms. Telephone, voice mail, and CATV service are paid in part through the \$250 technology fee assessed every resident student. To receive long-distance telephone service, each student must complete a SBC*Telecom contract and receive an authorization code. Each student is responsible for any long distance calls made with her authorization code. The College is not responsible for billing disputes which may arise between roommate(s) and/or others. See the Communications Section for further details.

Cable Television

It is a federal offense to receive a cable television signal for which you are not properly authorized by the owner of such cable. It is also an offense to allow another party to gain access to the cable TV signal from your outlet. SBC*Telecom contracts with an individual person for cable outlet(s) located in the room indicated on the Account Contract. Any unauthorized

reception discovered by SBC*Telecom will be traced back to its source, and both outlets will be deemed to be in violation of federal law. Any subscriber who is suspected of unauthorized use of cable facilities will be subject to investigation through the Sweet Briar College Judicial System and may suffer permanent loss of cable TV and a fine of up to \$250 per outlet in violation. SBC*Telecom reserves the right to inspect the integrity of its outlets. See the Communications Section for further details.

Solicitation

To protect the privacy of residents, solicitation, fundraising, sales, business enterprising, etc. is prohibited without prior authorization of the Dean of Co-Curricular Life.

Section V

College Services

Office of Co-Curricular Life

Co-Curricular Life educates and empowers women to lead moral, healthy, and productive lives. The Office of Co-Curricular Life is located on the second floor of Gray Hall. This Division comprises many departments and services, including Residence Life & Housing, Co-Curricular Programs, Health and Counseling, Career Services, Volunteerism, Clubs & Organizations, SGA, Judicial Affairs, Orientation, and SWEBOP. The staff in this area are skilled in, and available for, personal counseling.

Day/Turning Point Student Information

Meals: Day/Turning Point Students may purchase meals for cash at the College meal rate. Meals may be paid for at the hostess' desk in the lobby of Prothro Commons.

Vehicle Registration: vehicles belonging to Day/Turning Point Students are to be registered in the Campus Police Office. Vehicle registration is annual and free to Day/Turning Point Students.

Parking on campus: if the gym parking lot is full, utilize Guion parking lot. See "Vehicles" section for general parking and other vehicle regulations.

Day Room: On the first floor of Gray is a lounge for Day/Turning Point Students. Keys may be obtained from the Office of Co-Curricular Life.

Career Services

The comprehensive career planning program offered through the Career Services Office is open to all students. This program is designed to help women identify and maintain professional goals. Students are urged to participate in Career Services' activities from the start of their college years. Students may elect to take an interest inventory and/or Myers-Briggs Type Indicator to aid in self-assessment and career decisions. In addition, the Director and staff are available for individual appointments concerning career direction and preparation.

The staff presents workshops on various career and graduate school topics on a regular basis. Representatives from graduate schools, including businesses interview students on campus. In addition, a full range of

placement services are available to students. The Career Library and Career Services Web Site houses information on a broad spectrum of career areas, graduate school programs, externships, internships and job announcements. Check it out at <www.careerservices.sbc.edu>.

The Career Connection (alumnae network) provides contacts for possible externships, internships, summer jobs, and permanent employment. Seniors and graduates may open a permanent credential file. The Alumna-in-Residence Program, co-sponsored by the Career Services and Alumnae Office, invites selected alumnae back to campus each year. These successful women provide insight and advice to current students contemplating their career path.

Co-Curricular Programs

The co-curricular program at Sweet Briar enhances the overall educational experience of students through the development of, exposure to, and participation in social, educational, recreational, and cultural programs. The co-curricular program complements the academic program by addressing the "whole" student and provides an environment in which students actively participate in and are exposed to various experiences, ideas, cultures, issues, art, and music forums. This staff in this office coordinate co-curricular programming, advise Campus Events Organization (CEO), and plan campus events and activities. The Office of Co-Curricular Programs is located on the second floor of Gray Hall.

Outdoor Programs

Sweet Briar's Outdoor Program, or "SWEBOP", offers fun and challenging adventures, from beginner trips to advanced leadership opportunities throughout the year. SWEBOP is staffed by the Director of Outdoor Programs and the Coordinator, both located on the second floor of Gray. SWEBOP offers students a chance to be part of the Outdoor Instructor Program. The Outdoor Program also offers a rental program for lake canoeing, the outing cabin on Paul Mountain and outdoor camping gear. Students interested in going on one of our trips, renting canoes or outdoor equipment, using the outing cabin, or becoming an instructor should contact us.

The Instructor Program

There is no experience necessary to become an instructor, although a desire to learn outdoor skills is required. Interested students must submit an application. The training process usually starts in the fall. Students will complete an intensive Instructor Training Program. Trainees and instructors are paid for trips that they co-lead.

Canoeing on Sweet Briar's Lakes

Canoes may be used by students who can swim and have passed the canoeing certification test. Students may canoe with a guest, but must remain with that guest at all times. Canoeing is not permitted after dark.

Procedure for the use of canoes:

- i. Sign out the canoe house key at the Information Center.
- ii. Lock the Canoe House while using the canoe
- iii. Passengers must be able to swim.
- iv. A personal flotation device must be worn by each person in the canoe.
- v. Store equipment after use.
- vi. Return key to the Information Center.

The Outing Cabin

The Outing Cabin is available to all students who enjoy outing activities. To be able to use the outing cabin, students must successfully complete an orientation administered by SWEBOP, offered several times a year, that will certify them as a cabin leader. Cabin Leaders are responsible for the welfare of any guests they bring and the cabin.

Student Health and Counseling

The Mary F. Harley Student Health Center is supportive and integral to the academic mission of the college. The staff of the health and counseling center are dedicated to assisting each student in choosing a healthy lifestyle and accepting responsibility for their own health and well-being. Student health records are **confidential**. Information will not be released without written consent from the student unless a life-threatening condition exists.

The Harley Student Health Center houses the health care clinic and counseling. The health care clinic is directed by a full-time adult nurse practitioner and staffed with a RN and a medical secretary. The adult nurse practitioner works in collaboration with a contracted family practice physician, an orthopedist and a psychiatrist. A wide variety of specialists are available on a referral basis in Lynchburg and Charlottesville. Visits to the health care clinic do not incur any additional charge, unless diagnostics test, medications or medical supplies are needed. Charges for labs and medical supplies are placed on the student's account, unless other arrangements are made. The medical secretary will provide each student with a copy of the charges. The health center does not file insurance claims, but will be available to assist students. **Students should bring insurance and prescription cards to the Health Center. If your health insurance does not cover services outside of your home network, you may want to consider enrolling in the College Health insurance plan.** The plan covers 80% of prescriptions after a \$100.00 deductible, and provides 24 hour

coverage for accidents and illnesses, including intercollegiate athletics. The Business Office can enroll you in the plan.

The Health Center offers a wide variety of services including women's health (Pap Smears, STD testing, Contraceptive care and counseling, Breast exam, weight management and more). In addition, the Health Center cares for routine acute and chronic illnesses and injuries. An orthopedic clinic is offered. Visits to the NP or MD are by **Appointment Only**. Students without an appointment will be triaged by the RN and will have the option of waiting or making an appointment. Students with an emergency will be seen immediately and if indicated, routed to Lynchburg General Hospital Emergency Department by the local volunteer rescue squad.

Counseling services are provided through a partnership with Centra Health. The counseling service works collaboratively with the staff of the Health Center to provide a multi-disciplinary approach in meeting the needs of the student. The counseling service was developed to support the student's emotional and psychological growth and development and to assist students in meeting personal and academic goals.

The service is available to all Sweet Briar College students. Students needing extensive and long-term counseling may be referred to a counseling service outside the college at their own expense. The counseling center is located on the 3rd floor of the Harley Student Health Center and has a separate waiting room. Appointments are made by calling #6140 and are strictly **confidential**.

A Peer Health Educators and Advocates program, known as the Sweet PEAs are an extension of the health center. The mission of the program is to heighten the awareness and understanding of women's issues pertinent to health and well-being and to establish a campus wide climate for healthy lifestyles. Students apply for the position and after an extensive training program in health issues pertaining to college life, which include sexuality, alcohol and other drugs, nutrition, relationships and stress, students present programs in residence halls and in classrooms. Programs are designed to assist students in healthy decision making. The Sweet PEAs for 1999-2000 are:

| | | |
|-----------------------------------|--------------------|-----------------|
| Elissa Pugh, Chair | Sarah Houston | Ashley Trantham |
| Rebekah Burr | Catherine Holswade | Grace Turner |
| Mary Beth Colvin | Alexis Kovacs | Brienne Vogler |
| Brie Davis (2 nd sem.) | Laura Reither | Katie Wood |
| Jackie Hauslein | Megan Tarnowski | |

Religious Life and Services

Sweet Briar is an independent college without denominational affiliation. Nevertheless, it has always stressed the cultivation of spiritual values as essential to education.

From its beginning Sweet Briar College has emphasized cooperation among people of faith. The varied religious backgrounds of both faculty, staff and students enrich the whole life of the campus community. However, the individual's participation in either the academic study of religion or the College worship services is entirely voluntary.

The Sweet Briar Memorial Chapel provides an invitation to worship to all who enter. Completed in 1966, the Chapel was dedicated on April 23, 1967. Its copper-roofed spire rises 125 feet above the surrounding landscape and stands as a focal point of the residential quadrangle at the east end of the campus.

Among the opportunities for public worship in the Chapel are:

Morning Prayer - Monday, Tuesday, Thursday, Friday
Roman Catholic Mass - Monday
Holy Communion - Wednesday

A representative group of students, faculty, and staff work with the Chaplain to support religious life on the campus and to plan service projects and programs that encourage religious and moral reflection. The College Chaplain is available for pastoral work with individuals and groups. The College Chaplain's office is located on the first floor of Gray.

Department of Safety

Sweet Briar College has 24 hours a day police protection provided 365 days a year by the Department of Safety. In addition, the Department includes Operators, who maintain a 24 hours a day, 365 days a year Information Center, which provides a switchboard for campus communications, coordinates by radio and telephone with the Police Officers on duty and monitors all building alarms, among other duties. Each Police Officer in this department is a sworn "Special Policeman" under Section 15.1-144 of the Code of Virginia, and has arrest power on campus and the adjacent areas within Amherst County. In addition, each Police Officer is a uniformed officer, who has the authority to execute search warrants and seize evidence and contraband, such as illegal drugs and weapons. Any person who needs the assistance of a Police Officer and any person who wishes to make a report to the Department of Safety should dial 381-6144. The Police Officers on duty make periodic patrols of the campus on foot and by

marked police vehicle, and are in constant radio contact with the Information Center. The Assistant to the Chief issues vehicle parking permits, I.D. cards; bicycle decals and visitors' parking hang tags. This office also processes all violation notices and appeals of violations. It provides photos for Junior Year in France and other international exchange programs, but does not provide passport photos.

A. Personal Safety Guidance for all Students:

1. Be certain residence hall doors are closed and locked when entering and leaving after closing hours. Do not prop doors open at any time of the day and do not leave rooms unlocked at any time.
2. Do **NOT** walk alone or with another person at night to the lake, entrance gate, or in dark or secluded campus areas. Be careful about walking after dark in any semi-lit place. Stay on walks and established paths and avoid walking near shrubbery.
3. Avoid driving at night alone.
4. Check around, under and in your automobile when approaching it to make sure no one is concealed near it. Make sure you keep the doors locked once you are inside your car, and as soon as you exit your car to leave it for any period of time.
5. Do not hitchhike or pick up hitchhikers, even if you recognize someone in the car or alongside the road.
6. Always accompany your guest, so that unidentified persons will be wandering around the campus.
7. Report all strangers or suspicious activities to a Police Officer or the Information Center by telephone or in person immediately.
8. Report in a timely manner to the Resident Assistant, Resident Coordinator, the Department of Safety or Information Center any personal concern for the safety or well-being of an absent friend or roommate or anyone who is sick or injured on campus.
9. **LOCK THE DOOR TO YOUR ROOM.**

B. Campus Limits

Campus limits are defined as: the College entrance gate on Route 29, the College boundary on Elijah Road, the lake, the road to the Monument above the dairy as far as the Monument, the Riding Center, and the Outing Cabin via direct route.

C. Lost and Found

Lost and found service is under the supervision of the Department of Safety. Lost articles should be reported to the Police or your Resident Assistant within 24 hours of the discovery of loss. Lost articles, which are not claimed before the end of the school year will be disposed of by Sweet Briar College. There are a number of "temporary" lost and found depositories on campus in the Riding Center, the Library, the Gym, and Prothro

Commons. Check with employees in the building where you last possessed the lost article before you contact the Department of Safety Office, which maintains a permanent lost and found depository. As a last resort file a formal report of theft or loss with the Department of Safety.

D. Information Center

The Information Center has an Operator on duty 24 hours a day, 365 days a year to provide emergency assistance and routine information to students, staff and visitors as needed. The Information Center maintains a continuous radio link with the Police Officers on duty, in addition to monitoring all alarms and processing incoming and outgoing telephone calls.

E. Identification Cards

An ID card is issued to each student at the Department of Safety Office. The ID is issued at the beginning of the College year. The student is on her honor not to tamper with, borrow, or lend her ID card. The ID card is required by the College for cashing of checks at the Business Office; for checking out books from the library; for charging items at the Book Shop; and may be requested by any Department of the College at any time. The issue of the original ID card each school year is covered by the check-in fee. Lost, stolen or mutilated ID cards may be replaced for a fee at the Department of Safety Office which is open from 7:00 am to 3:30 pm each Monday through Friday.

Vehicles

Students and guests bring vehicles to Sweet Briar College at their own personal risk. Sweet Briar College cannot be responsible for lost, stolen or damaged vehicles brought to campus or left here.

A. Bicycles

1. Regulations

- a. All bicycles must be registered with the Department of Safety within one week of arrival on campus. Free bicycle stickers are available from the Police Officer on duty or at the Department of Safety Office (between 7 a.m. and 3:30 p.m., Monday through Friday). Cards (3x5) are kept on file in the Department of Safety Office to assist in return of lost bicycles.
- b. All bicycles must be equipped with red reflectors or red reflecting tape.
- c. Any bicycle operated at night must be equipped with a headlight.
- d. Parking
 - i. At no time should a bicycle be parked on any part of the campus roads or walkways, nor on the arcades, nor in the public areas of the residence halls.
 - ii. Students will be expected to park their bicycles in racks

provided for that purpose by the College at all times when not in use or in summer storage.

2. Each student with a bicycle should keep it locked in the rack provided when not in use or in summer storage and should tag it with the owner's name, address and telephone number.
3. Storage
 - a. Campus Safety coordinates the storage of bicycles. It is the responsibility of the student to store her bicycle according to regulations that will be posted at the closing of school.
 - b. Bicycles not claimed within one year after the student owner has graduated or withdrawn from the College will be sold or otherwise disposed of by Sweet Briar College.

B. Automobiles

1. Escort Service is provided by student workers Sunday - Thursday, 7 p.m. to 1 a.m. during the school year. At other times an escort will be provided by the police officer on duty.
2. Any student may keep a vehicle on campus or in the Amherst-Lynchburg area.
3. Students with vehicles on the campus of Sweet Briar College should understand that storing, parking and operation of a vehicle on the campus is a privilege, not a right. That privilege may be revoked at any time. Student vehicles are subject to the following regulations:
 - a. The exchanging of parking permits is prohibited for any reason! You may be subject to a fine if such an exchange is made.
 - b. There is a \$5.00 replacement fee for permits.
 - c. If you change housing and need to change parking lots, you must return the old permit to receive a new permit.
 - d. Registration of the vehicle with the Department of Safety within 1 week of arrival. Vehicles in violation will be subject to ticketing and/or towing. The following information is required for registration: Name of student operator, year of class (e.g. 1999), state of registration (e.g. VA), vehicle license number (e.g. SBC-1999), make (e.g. Ford), model (e.g. Mustang) and year (e.g. 1996) of the vehicle, color and number of doors (e.g. 2 or 4) of the vehicle, Social Security number and signature of the student operator.
 - e. Payment of a \$30 vehicle registration (parking) fee for the school year. There is a fee of \$5 for registration for a period of more than 24 hours but less than 30 days. Checks for these fees should be made payable to Sweet Briar College.
 - f. Display of a parking permit on the rearview mirror.
3. Parking Regulations: All students must park in their assigned student parking areas at all times while their vehicles remain on campus. Due to the limited nature of parking on campus, it is necessary that

you abide by this regulation.

PARKING REGULATIONS APPLY ON READING DAYS AND ON EXAM WEEKS

The following offenses are subject to fines and towing on the first and subsequent offenses:

NO PARKING:

No parking on walkways, fire lanes, or lawn areas. No student parking behind the Health Center.

No student parking is allowed at any time in the Manson/Admissions Office parking lot. No parking in the Quad without special prior permission from the Chief of Police.

No parking in spaces reserved for Resident Coordinators.

No parking in spaces reserved for the handicapped unless the vehicle displays a handicapped license tag or the driver has permission from the Department of Safety.

No parking on streets and other hard surface areas, which are not designated as parking areas.

No parking, except for food service employees, behind the brick wall at Meta Glass.

No parking at the Bistro, unless using the facility.

No parking in spaces reserved for Book Shop customers.

****Fire lanes will be strictly enforced with fines and towing on first and subsequent offenses****

Residents of House One:

Faculty/Staff/Tow Away Signs/RC Coordinator Sign:

Students may not park in these areas at any time. Towing will be enforced, including weekends.

No parallel parking to or on the grassy area.

No parking in the garages/car ports behind homes on Faculty Row. Car ports are rented out to the residents who live on the street.

Park as straight into the spots between House One and Three as you can. That will provide as many spaces as possible.

(House Three is a permanent residence and therefore faculty and staff parking regulations are slightly different for this area.)

FACULTY AND STAFF PARKING AREAS AND FLETCHER PARKING LOT:

Students may not park in these areas, except from 6 p.m. to 8 a.m. Monday-Thursday and 6 p.m. Friday to 8 a.m. Monday.

BABCOCK/GUION/GYM:

No parking along the street adjacent to Guion and facing Babcock and the Gym.

ASSIGNED PARKING LOTS:

Students will be assigned to a specific parking lot upon registration and each parking permit will specify the lot assigned. Lot assignment is based on residence hall assignment. All freshmen will be designated to park in Elijah parking lot, regardless of residence hall assignment. Lot assignment regulations will be enforced. Day students are assigned parking in front of the gym. If no space is available at the gym, then Day students may park in the Guion lot.

4. Enforcement of moving and parking vehicle regulations:

a. Fines: 1st-4th parking tickets per school year = \$10

5th-subsequent parking tickets per school year = \$50

Handicapped Parking = \$100 fine and/or towing

Reckless Driving = \$25 fine and possible suspension of driving privileges.

b. Towing

i. When it becomes necessary to tow a vehicle, the person to whom the car is registered on campus will be charged the towing fee, whether the towing is actually completed (once the towing company is called). If your vehicle has been towed, check with the Department of Safety to determine the location of your vehicle and the fee to be paid to retrieve it.

ii. **THE COLLEGE WILL NOT BE LIABLE FOR ANY DAMAGES RESULTING FROM TOWING OF VEHICLES.**

5. Application of Regulations:

a. The operator of a motor vehicle on the Sweet Briar College campus is responsible for any moving violations by the vehicle being operated.

b. The person to whom the vehicle is registered on campus will be responsible for all parking violations by a registered vehicle, regardless of who parked the vehicle.

c. The person operating an unregistered vehicle (whether student, faculty, staff member, or guest) will be responsible for all parking violations for such vehicle.

d. Student Guests: Students are responsible for informing their

guests where they are allowed to park. College parking regulations will apply to guest's vehicles. Guests may park in the lot assigned to their student sponsor/hostess.

6. Procedure for Fines and Appeals:
 - a. Fines: All fines are to be paid at the Department of Safety. Fines will be placed in your Accounts Receivable bill (Bistro bill), unless other arrangements are made.
 - b. Appeals: The following are generally not considered acceptable arguments when appealing traffic citations: inability to pay for fines assessed, using flashers in illegal area. All persons receiving a violation notice have a right to appeal within five (5) days of the violation. You may obtain an appeal form at the Department of Safety Office. Complete the appeal form; attach it to your original violation notice (from your windshield); and return both the violation notice and the appeal form to the Department of Safety Office within five days of the violation. If the Department of Safety Office is not open, leave your appeal in the appeal box. You will be notified by memo of the decision on your appeal, or you may call or come by the Department of Safety Office between the hours of 7 a.m. and 3:30 p.m., Monday through Friday, to check on the status of your appeal.
7. Procedure for Vehicle Accidents:
 - a. Any vehicle accident on campus must be reported immediately to the Department of Safety.
 - b. For vehicle accidents, which involve personal injuries, call the Department of Safety via 381-6111 (emergency line). If there is no answer, call 381-6144 (Department of Safety Office) or 381-6100 to contact the Information Center Operator.
 - c. For vehicle accidents, which do not involve personal injuries, call the Department of Safety Office at 381-6144 or call the Information Center Operator at 381-6100 (or dial 0 from any 6xxx extension).

Food Services

The Staff of the Food Service Department has served the College for many years and takes pride and pleasure in its contribution to the quality of campus life. Our statement of purpose is: ... *to consistently provide exceptional quality and wholesome food and beverages to students and their guests, in facilities that meet the highest standards of sanitation, served by a staff that is pleasant and cooperative, and to operate within the financial limits established by the College.*

A. Prothro Commons

This is the campus dining facility, one of the loveliest dining rooms on any college campus. Students, faculty, staff and guests gather daily in this congenial atmosphere. To assist us in maintaining a consistent and quality food service program, we ask for the cooperation and support of all students in abiding by the following policies:

1. Use of Dining Hall

The Dining Hall is open for meals during listed hours, and is not available between meals, or after hours when the college is closed, unless a request for a special event has been approved through the Director's office.

2. Programs

In an effort to keep the atmosphere during meals congenial and compatible with pleasant dining, we restrict activities during meals to general announcements and student sponsored events that have been approved by the Director.

3. Visitors

Students are encouraged to bring their guests to meals and they are expected to ensure that guests' meals are paid for before entering the service area. Payment can be made at the hostess desk in the lobby.

4. Alcoholic Beverages

In compliance with Virginia A.B.C. Regulations, no alcoholic beverages are permitted in the dining hall.

5. Attire

Students are expected to dress appropriately for meals, in consideration of other students and guests. Shoes must be worn. Sleepwear and bathing attire are not acceptable.

6. Off-Premises Meals

Food Service does not provide student meals, groceries or uncooked food for off-premise consumption. The only exceptions are bag lunches for very special occasions, and Health Center meals.

7. Bag Lunches

Bag lunches are provided for field trips, student teaching and athletic activities off campus. Bag lunches are not provided for non-college related activities. They must be requested by the faculty or staff member in charge, at least 48 hours prior to the event. Arrangements can be made with the Dining Hall Manager.

8. Health Center Meals

The dining hall sends meals to the Health Center only at their request. Meals are sent only for the attending Health Service Nurse and for students who are residing in the Health Center.

9. Takeout Food and Snacks

The Food Service program is designed only for meals consumed in the dining hall. We expect students to miss some meals and budget accordingly and therefore cannot allow food and beverages to be taken out for "snacks". Takeout trays are not provided to students for consumption in their residence hall rooms. Food is not permitted to be taken from Prothro Commons in personal containers.

10. Removal of Equipment and Supplies

The china, glassware, silver and table appointments are purchased for use in the dining hall only. Replacement of these items is costly and is an inconvenience to other students when the supplies run out. Removing these items can be considered stealing and therefore is considered a violation of the standards of non-academic conduct.

B. The Bistro

Newly located on the circle in the former central laundry building, the Bistro offers a relaxing atmosphere for the Sweet Briar Community. The Bistro is a student restaurant offering light fare, beverages, groceries, and entertainment.

C. College Catering Services

The Food Service Department offers a catering service to all students, faculty and staff. Catering provides service, food and beverages for many college events that take place in nonfood service facilities. The Catering Manager can assist in the planning, cost estimates and coordination of services. The College does not allow "off-campus" food companies or caterers to provide service on campus.

D. Employment

The Catering Department employs many Sweet Briar students in its service. Students interested in this on-campus employment opportunity may contact the Catering Manager.

Book Shop

The Book Shop is located on campus (see map) and provides a readily accessible source for gifts, clothes, Sweet Briar insignia merchandise, Apple Macintosh and Windows computers, trade books, supplies and textbooks. Visit the Boxwood Café, which serves coffee, espresso, cappuccino—come for coffee, stay for conversation! All purchases, including textbooks, school and art supplies, may be charged to your SBC account. Statements will be rendered monthly, and are due within 30 days. The Sweet Briar Book Shop is one of the best and most complete small college stores in the country.

Mail Services

Post Office

The U.S. Post Office is located on the first floor of Meta Glass Residence Hall. The purchase of stamps and all other postal services are available here; two forms of I.D. are required for purchases paid by check. A complete mail schedule is posted in the post office lobby at all times. Each student is assigned a post office box for rent which is payable at the beginning of the college term or may be paid in advance. In addressing students' mail to Sweet Briar, Virginia 24595, parents and friends are asked to please use the students' box number to expedite the delivery of the mail. It is not necessary to include Sweet Briar College or the name of the residence hall in the students' addresses.

Intra-Campus Mail System

Located on the first floor of Meta Glass Residence Hall, the mailing system is for the use of all members of the Sweet Briar community (students, faculty, staff). This service is available to expedite College related communications around campus. A collection box will be located in the lobby of the Post Office, where students may leave mail to be delivered to faculty and staff by the campus mail delivery service. Regarding mailing procedures, inquiries should be directed to the Director of Printing and Mail Services.

Shipping

When shipping trunks, baggage or packages to SBC they must be sent PREPAID and should be checked to Your Name, Residence Hall and Room #, Sweet Briar College, 123 Power Plant Circle, Sweet Briar, Virginia, 24595. Trunks, baggage, or packages being shipped from Sweet Briar College are usually sent with United Parcel Service or trucking companies. Labels sometimes can be inadvertently torn from your packages; therefore ALWAYS include an address label inside of each package to insure proper delivery. If you do ship packages to SBC, check your intra-campus box for your pickup notice the first two weeks of school, thereafter, notices will be sent electronically via campus email. Please call the Purchasing Office (804) 381-6136 if you have any additional questions on shipping packages to campus.

Campus Facilities

Scheduling Events/College Calendar - The College calendar is maintained by the Director of College Events. Approval for all events, whether they are to be listed on the weekly calendar, is required, and approval must be given at least 5 working days in advance of the event unless otherwise approved by the Director of College Events. Appropriate reservation forms ("green sheet") must be completed through the Office of College Events. Requests for set up should be made to the Director of College Events and Department of Physical Plant. Requests for catering can be made after

completion of the "green sheet" form and should be made at least two weeks in advance with the catering manager. Tentative reservations for a particular date, time and place of the event will be held by the Director of College Events for only 48 hours. All student-sponsored events require the signature of the Assistant Dean of Co-Curricular Life. The weekly College calendar is compiled and published on-line each Thursday by the Director of College Events. All events listed on the calendar must be approved by noon of the day before (Wednesday). Any unavoidable time changes or cancellations should be relayed to the Director of College Events immediately and, if possible, be made prior to the calendar deadline preceding the event.

The Boathouse is available for student use during the academic year. In general, a student wishing to reserve the Boathouse for a private party or event must have proper approval from the Director of College Events. The College limits the number of weeknight parties involving non-Sweet Briar students to four on two designated nights (Sunday through Thursday), to be held at the Boathouse. Please consult the sections below for the special reservation procedures for each facility.

The Bistro

The Bistro serves as location for student entertainment, programming, and social events.

The Campus Events Organization is one of the major programming organizations of Sweet Briar College. Their goal is to offer the entire student body unlimited entertainment opportunities within the Bistro. Members are dedicated to presenting a wide variety of activities: dances, bands, comedy, to name a few.

The Bistro may be used for events sponsored by campus clubs and organizations. Students can reserve this facility through the Director of College Events. Requests should be made at least one week prior to the scheduled event.

Boathouse

When College is in session, students are given priority in the use of the Boathouse and can reserve this facility through the Director of College Events. Requests should be made at least one week prior to the scheduled event. A valid reservation includes the following:

1. A Reservation Agreement, which must be signed by the individual(s) responsible for the event.
2. A \$25 deposit. This amount will be returned if cleanup is adequate and no damage is sustained.
3. The person(s) reserving the Boathouse is responsible for the care of the building and property, and for the conduct and safety of all guests. She/they should remain at the party and be the last to leave.

Rules governing the use of the Boathouse include:

1. Doors are to be unlocked on both sides of the building.
2. The recommended outside limits are 75-100 people.
3. Care of furniture and property is expected.
4. The roadway to the Boathouse is to be an open thoroughfare.
5. The lower level is not to be used as a party area.
6. The Virginia State law and College regulations regarding the consumption of alcoholic beverages must be observed.

Lake and swimming regulations:

- a. All students who wish to utilize the lake must be able to swim. The College does not assume responsibility for students swimming in the lake since there is no lifeguard protection. Swimming in the lake is prohibited after dark.
- b. Swimming in the pool is permitted only during swim classes or designated recreational swimming hours when a lifeguard is present.
- c. Use of the pool during designated recreational swimming hours is restricted to members of the Sweet Briar community and their guests, who must be accompanied at all times.
- d. Each year a corps of students who are currently certified lifeguards are appointed. These students will be responsible for lifeguarding and enforcing safety regulations of the pool.

Regulations Concerning the Use of College Property and Facilities

- Written permission for the use of College property, including rooms, equipment and campus areas, for other than its usual function, must be obtained in advance from the appropriate member(s) of the College administration.
- Requests from groups or individual(s) not normally authorized to use the College's mailing facilities must be addressed, in writing, to the appropriate office at least three weeks in advance of the planned mailing date. Such requests must be accompanied by copies of all materials to be included in the mailing.
- Written approval of the contents must be obtained from appropriate members of the Administration and the Director of Public Relations before the mailing can be processed. If permission is granted to use the College's mailing facilities, the individual(s) or group concerned will pay in full for all services rendered and materials used. Letters or statements must be signed and envelopes must carry the name of an individual to whom a reply may be directed. College stationery and envelopes are not to be used.

Publicity Guidelines

On campus: Any reporter, photographer, filmmaker, videotaper, or distributor of questionnaires who is not a member of the Sweet Briar community must have the permission of the Office of Public Relations to work on campus. The Office of Public Relations must be notified in advance if someone will be working on campus so that preparations can be made and approved to insure cooperation from the members of the community and to protect the College, students and others from unwanted publicity. Students are requested to notify the Director of Public Relations if they meet any unauthorized reporters or photographers on the campus.

Off Campus: Media relations and off-campus publicity relating to Sweet Briar College, its students, faculty and programs are handled through the Office of Public Relations. This office issues news releases and hometown stories about students and is interested in learning about student activities and accomplishments. Every Sweet Briar student represents the College to the outside world, and what she says to reporters, editors or College guides, and others contributes to the image of Sweet Briar College. Therefore, with the exception of engagement and wedding announcements, any material a student wishes to submit to any of the news media should be cleared with the Director of Public Relations. If a student is unexpectedly questioned off campus by a reporter, she may, if she wishes, identify herself as a Sweet Briar student but should make clear that she is speaking only for herself as an individual.

- The Office of Public Relations also is responsible for most College publications. Students, with their consent, are often interviewed and/or photographed and quoted in such publications.

- In case of an automobile accident, a student is advised not to give any information to any reporter or photographer. In the interest of the owner of the car and her/his insurance coverage, it is important that information be given only to police authorities, and that it should be factual. Students are advised not to sign any report of the accident or to assume liability, except at the directive of the police.

Fundraising

Any fundraising project, which involves any off campus entity, should be cleared in advance with the Vice President of Development. The stipulations regarding publicity and fundraising are made to prevent conflicts with College-wide fundraising programs and to promote the best interests of the College community in this area.

Food, Merchandise, and Service Sales

Any group of students, organization, or individual from on or off campus wishing to sell food, refreshments, merchandise, or services on the campus must secure permission in advance from the Dean of Co-Curricular Life

and the Director of Auxiliary Services.

Guest Housing

Registration for Guest Housing takes place at the Information Center by the guest in the company of the student who will be responsible for her guest. Reservations may be made at the Information Center. The housing of a large group or a stay of a guest beyond 4 nights must be approved by the Director of Residence Life and Housing.

The charge for use of Guest Housing is \$5 per night. For a deposit of \$5 the guest will receive the following:

- a. One towel, two sheets, a blanket, and a pillow case for a specific bed assignment (number on nightstand by bed). If for some reason the linens are missing or not returned to the Information Center at the conclusion of the visit, the deposit is forfeited.
- b. A key to Guest Housing outside door entrance and room door. At the conclusion of the visit these keys are to be returned to the Information Center.

Renewal nights are to be paid at the Information Center at the time of registration, or daily if length of stay is uncertain. Should a guest wish to cancel his reservation he must do so by 10 a.m. (the check-out hour) before the night he will not use the reservation, or else no refund will be made.

Regulations:

- a. Visitation hours for women will follow the Visitation Option 2 policy.
- b. Smoking is prohibited.
- c. **IN CASE OF FIRE, PLEASE EVACUATE AND CONTACT THE EMERGENCY LINE: 381-6100.**
- d. When the housekeeper arrives to clean, all guests and hostesses are asked to leave the building until the cleaning is completed.
- e. Each student hostess and her guest will be responsible for damage to college property.
- f. Vehicles may not stop or park at any time outside Guest Housing. Guests' vehicles must display a free visitor hang tag, which may be obtained from the Department of Safety Office between the hours of 7 a.m. to 3:30 p.m., Monday through Friday, the on-duty Police Officer at other times. Guests' vehicles must be parked in the Meta Glass and Elijah parking lots.
- g. Any group of male guests (more than 2) must receive permission from the Office of Residence Life and Housing.

h. If a guest is not in satisfactory condition to drive home (intoxication, other) he will be allowed to stay at no cost with the approval of The Department of Safety or a Co-Curricular Life staff member.

Communications

A. SBC*Telecom Services

SBC*Telecom provides the operations support for college's telecommunications systems. This includes installation and maintenance support of the data communications network.

Telephone service is provided in each residence dorm room. It is necessary to obtain an authorization code in order to place long distance calls at a discounted rate. Once an SBC*Telecom Account Contract has been signed, the authorization code can be used in any dorm room as well as any Public Phone on campus. SBC*Telecom Account Cards are subject to the following conditions:

1. Students in a residence hall room share the ultimate responsibility for all calls made from their room and for damage to the equipment in excess of normal wear and tear.
2. The cost for long -distance calls will be comparable to or less than the basic AT&T direct-dial rate.
3. Payments for services are due upon receipt of bill. Delinquent accounts are subject to the College policies as stated in the Student Handbook.
4. Fraudulent use of a Telecom Account Card will result in one written notice to the students assigned to the extension originating the fraudulent call. This notice will include the cost of the call plus a fine of \$15 per call. If not paid within seven days from receipt of the notice, or if further fraudulent calls or misuse of the card continues, a hold may be applied to the student's records, or charges may be brought through the College Judicial System as described in the Student Handbook.
5. Students are prohibited from accepting collect calls in residence hall rooms, any public phone, or billing calls to a dorm room or any number at Sweet Briar College. Any room accepting a collect call will be billed \$10 plus the cost of the call. Any call billed to a resident hall room number will be billed \$10 plus the cost of the call. The Telecommunications Department assumes no responsibility for determining which student actually accepted the call or billed the call to the dorm room number.

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6. All regular payments should be made using the pre-addressed envelope provided. All other payments (partial payments, etc.) must be made in accordance with the terms specified in the Telecom contract. Irregular payments received by mail may not be credited on time and may result in a service charge.

Cable Television

Per SBC*Telecom: "It is a federal offense to receive a cable television signal for which you are not properly authorized by the owner of such cable. It is also an offense to allow another party to gain access to the cable TV signal from your outlet SBC*Telecom contracts with an individual person for cable outlet(s) located in the room indicated on the Account Contract. Any unauthorized reception discovered by SBC*Telecom will be traced back to its source, and both outlets will be deemed in violation of federal law. Any subscriber who is suspected of unauthorized use of cable facilities will be subject to investigation through the Sweet Briar College Judicial System and may suffer permanent loss of cable TV service and a fine of up to \$250 per outlet in violation. SBC*Telecom reserves the right to inspect the integrity of its outlets."

Telegrams

Telegrams from Sweet Briar are sent through this territory's centralized office in Moorestown, New Jersey, over toll free line 1-800-325-6000. Telegrams may be charged to the student's private telephone or sent collect. Money sent by wire can be received at 3235 Odd Fellows Road in Lynchburg, Virginia (846-1653).

Transportation

Trains: To provide service to the Sweet Briar Community, the Amtrak stops at the Lynchburg Station. Those who wish to check on schedules, make reservations, or order tickets, with the understanding that the ticket can be picked up at Lynchburg Station between 8:30 p.m.- 5:30 a.m. (7 days/week) should call the toll free Amtrak number 1-800-872-7245 for more information or contact a local travel agent.

Planes: Lynchburg is served by USAir (1-800-428-4322), United Express Commuter (1-800-241-6522), and ASA (Delta Commuter 1-800-354-9822), airlines. Reservations should be made well in advance of one's desired departure and arrival times. Service is direct to and/or facilitated by flights to/from Atlanta, Baltimore, Charlotte, Dulles or Washington National airports.

Buses: Amherst, Sweet Briar, and Lynchburg are all serviced by Greyhound (846-6614) bus lines. Call direct for schedules and rates.

Holidays: The Office of Co-Curricular Life will provide limited van

transportation from the Lynchburg airport to the SBC campus on the last days of Thanksgiving, Christmas, and Spring break. Specific hours of this service will be posted in the Office of Co-Curricular Life on the second floor of Gray two weeks before the beginning of each of these breaks. Students must sign up in this office for van services **before** they leave for break. No phone reservations will be accepted.

The college allows very limited student access to college cars for transportation to co-curricular activities. Details are available from the Office of Co-Curricular Life at x6134.

Academic Offices

Office of the Dean: The Dean of the College and the Associate Dean of Academic Affairs have offices on the first floor of Fletcher. The Office of the Dean of the College has responsibility for the following areas: academic advising and counseling; admission with advanced standing; all summer work; class attendance; withdrawal from the College and readmission after withdrawal; academic eligibility; study abroad; academic advising for foreign students; independent study work; and internships.

Office of the Registrar: The Office of the Registrar, located on the second floor of Fletcher, is the source of information and assistance on course offerings, course registrations, class schedules, registration changes, classroom assignments, academic records, grades and grade reports, grade point averages, requests for transcripts, declaration of majors, transfer credit, and graduation requirements.

Library

A. Library Collections and Services

The Sweet Briar College Library has one of the finest collections in Virginia. It includes over 240,000 volumes and more than 1800 journal and newspaper subscriptions. Most of these materials are housed in the Mary Helen Cochran Library which consists of five floors of bookstacks, and reading or study areas. Music materials are located in the Junius P. Fishburn Library in the Babcock Fine Arts Center; the mathematics and science materials are in the Fanny B. Fletcher Library in the Guion Science Center; and the art history and studio art materials are located in the Martin C. Shallenberger Library in the Anne Gary Pannell Center.

In addition, Sweet Briar has access to other library resources locally and throughout the country. Lynchburg Information On-line Network (LION) provides access to over 575,000 items held by Sweet Briar, Randolph-Macon Woman's College and the Lynchburg College libraries. Additional databases available through LION and the Internet. These provide access to over 200 million more items.

The Library faculty offer courses and workshops each year on library use and research skills. **Library Orientation and demonstrated proficiency in Basic Library Skills are required of all entering students.** Other classes focus on advanced research techniques in various disciplines and on computer database researching. The latter are especially helpful for students working on major research projects. Studies have shown that superior library skills enables students to perform better academically.

Some of the special facilities and collections worth noting are:

1. Reference Room

Here you will find the LION catalog terminals, Internet work stations and reference books. Reference books are intended for looking up quick facts or for locating sources of information, so they must remain in this room for others to use. You can ask any librarian for assistance with reference materials or the catalogue.

2. Circulation Desk

This is where you check out and return library materials. Items "on Reserve" for courses and videos are shelved here and should be requested from the staff member on duty. Interlibrary loan materials and items "faxed" to you may be picked up at the Circulation Desk in the Cochran Library.

3. Book Stacks

Most of the library collection is shelved in the three lower levels of the Cochran Library. Books in "the stacks" are arranged by Library of Congress call numbers. ("Call numbers" are the letters and numbers printed on a label on the spine of the book.)

4. Journals and Newspapers

All current journals and newspapers in the Cochran Library are on the Main Level. Recent issues are on display shelves and are arranged alphabetically by title. Earlier issues of many journals and newspapers are kept in microform on the Main Level. Older volumes of a few journals are shelved on Lower Level 1. The library staff will be happy to assist you in finding journal articles and in using the microforms equipment. **Current journals and newspapers may not be checked out and should only be used in the library.** Journals and microform in the subject areas of art, music, mathematics and the sciences are kept in the appropriate branch libraries.

5. Photocopying

Photocopy machines are located adjacent to the Circulation Desk in each library facility. Desk attendants will provide assistance and collect payment. Copies are ten cents per page. The copyright law (PL 94-553) governs the making of photocopies. Under certain conditions specified in the law, a copy may be made for "private study, scholarship or research," but for no other purpose. **Students may not charge the cost of photocopies.**

B. Library Policies

1. The borrower is responsible for the prompt and safe return of all library materials checked out in her name. Any student who does not properly check out a book or return it promptly is in violation of the Honor Code.
2. The loan period for books is four weeks. To check out books, a student must present her college I.D. card. **Current journals, newspapers, reference books, and books from Special Collections do not circulate.** Reserve books may circulate for three hours; many may be checked out overnight. Videotapes, videodiscs, audiocassettes, records and compact discs circulate for 3-day periods. All library materials must be returned to the Library by the last day of exams in the Spring term.
3. **Overdue fines** accumulate at the rate of ten cents a day per book up to the replacement cost of the book. The fines begin to accumulate from the first day that the book is overdue. The first overdue notice is sent approximately one week after the book was due. Students have a ten-day "grace period" during which fines will not be collected. All accumulated fines will be collected after the ten-day grace period has expired, if the item has not been returned. A second notice is sent two weeks after the first notice. When an item is five weeks overdue, it is presumed lost, and the student's name and the replacement cost of the item will be sent to the Business Office. Students can then expect to receive a bill (on the "Bistro bill") for the replacement cost of the item, plus a twenty-five dollar processing fee for each library item lost. Fines are not charged over vacations. Fines for overdue Reserves are twenty-five cents per hour. Overnight reserves are due by 10 a.m. the following morning. Overdue fines on videos, audiocassettes and compact discs are \$1.00 per day. All library materials should be considered college property intended for general, not private, use. Many older books are now irreplaceable and need to be handled with care. Please report any damage to library materials at the Circulation Desk.
4. Smoking is prohibited in all College Libraries.

Art Galleries

The College Art Galleries are located in three buildings across campus: the Pannell Center, the Babcock Fine Arts Center, and Benedict Hall. The College's permanent art collection is exhibited on a rotating basis with traveling exhibitions at Pannell Center Gallery. This year, exhibitions will include two student-organized exhibitions: "Jon Schueler: Time and Change" an exhibition organized by Sweet Briar which will travel the

country after its opening here, and "*A Social History in American Art from the Sweet Briar College Collection*," organized by Emily Poore. The annual exhibition of graduating studio art majors will take place in April. The Pannell Gallery hours are Monday - Thursday, 12 noon - 9:30 p.m., and Friday - Sunday, 12 noon - 5:00 p.m.

In the Babcock Fine Arts Center, exhibitions of work by contemporary artists is featured to support and enhance the work of the studio art department. This year's exhibitors will include Laura Phairs, Associate Professor of Art, two photographers, a poet/printmaker portfolio, and an exchange exhibition with the Washington & Lee art faculty. At Benedict Hall, in the Lobby Gallery, exhibitions are presented which relate to the humanities and the larger Sweet Briar community. Babcock and Benedict are open 9:00 a.m. to 9:00 p.m.

Student Involvement

Students are an integral and vital part of the College Art Galleries, academically, vocationally, and socially. Many classes visit the art gallery each year to examine, study, and learn from the works in the collection and in exhibitions. Advanced students have the opportunity to pursue curatorial projects in the art gallery. Artists' residencies in conjunction with exhibitions at Babcock bring visiting artists to meet with and teach students. The gallery serves students enrolled in the arts management program by providing them the opportunity to observe and participate in the day-to-day operation of an art museum, applying theories learned in the classroom to the workplace. Arts management students have organized exhibitions, written exhibition interpretive materials, developed school tours, created arts-to-the-schools programs, conducted collections inventories, and have conducted marketing audits of the art gallery. Students taking the management class have used gallery events for class projects.

Through their voluntary participation as tour guides, Art Gallery Docents gain experience in public speaking, and exposure to art techniques and the historic context of works of art. In addition, they learn techniques for teaching young people, using methods which address different learning styles. They also learn the value of public service and volunteerism.

Vocational Training

Work-study students obtain not only exposure to the arts, but also vocational training in museum methods through their work at the art gallery. Students assist with exhibition correspondence, art handling, registration, matting and framing, and exhibition installation. They also help with gallery publicity, learning how to write press releases, how to take publicity photographs, how to design gallery brochures using computer desktop publishing, and how to reach diverse audiences through targeted advertis-

ing. Students maintain and update the art gallery World Wide Web site. Other students assist with fundraising and behind-the-scenes administration of the work of the Friends of Art group, including letter writing, newsletter preparation, photography, mailing of solicitations, and meeting preparation.

Alumnae Association

The Boxwood Alumnae House, home of the Sweet Briar College Alumnae Association, is located on the Sweet Briar campus. Mrs. Scott A. Zingaro [Louise Swiecki '80] is the Director. The purpose of the Association is to foster and promote in individual alumnae and alumnae clubs an active interest in Sweet Briar College. This interest builds a lifelong network of friendship and mutual support. The Association works in a variety of ways: by acting as the liaison between the College and its alumnae; by publishing the Alumnae Magazine; and by continuous communication with alumnae either through their classes or area clubs. Alumnae give financial support to the College by working for and giving to the Alumnae Fund, and by supporting club scholarships. They work actively to encourage qualified students to apply to Sweet Briar for admission, and constantly attempt to uphold in their communities the image of Sweet Briar as a superior college for women. The Alumnae Association provides many outstanding speakers and programs for the College community. The office staff coordinates all alumnae programs and provides many special services, such as keeping up-to-date address files which include information on occupations, and offering alumnae college/travel opportunities, reunion weekends, etc. to alumnae.

College Officials



ELISABETH S. MUHLENFELD
PRESIDENT OF THE COLLEGE



GEORGE LENZ
DEAN OF THE COLLEGE



VALDRIE WALKER
DEAN OF CO-CURRICULAR LIFE



MARY LOU MERKT
VICE PRESIDENT FOR FINANCE
AND ADMINISTRATION



NANCY CHURCH
DEAN OF ADMISSIONS



LOUISE ZINGARO
DIRECTOR OF THE
ALUMNAE ASSOCIATION



IVANA PELNAR-ZAIKO
VICE PRESIDENT OF DEVELOPMENT/
COLLEGE RELATIONS

Academic Calendar

Fall Term, 1999

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| August 21 (Sat) | New students arrive |
| August 25 (Wed) | Registration |
| August 26 (Thurs) | Classes begin |
| September 23-25 (Thurs-Sat) | Alumnae Council |
| September 24 (Fri) | Founders' Day Convocation |
| October 1-3 (Fri-Sun) | Families Weekend |
| October 14-15 (Thurs-Fri) | Reading Days |
| November 3 (Wed) | Registration for Spring Term |
| November 19 (Fri) | Thanksgiving vacation begins 5:30 p.m. |
| November 29 (Mon) | Classes resume |
| December 10 (Fri) | Classes end |
| December 11 (Sat) | Reading Day |
| December 12-17 (Sun-Fri) | Examinations |

Spring Term, 2000

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| January 17 (Mon) | Spring Term begins |
| March 3 (Fri) | Spring vacation begins |
| March 13 (Mon) | Classes resume |
| March 29 (Wed) | Registration for Fall Term |
| April 23 (Sun) | Easter |
| April 28 (Fri) | Classes end |
| April 29 (Sat) | Reading Day |
| April 30-May 4 (Sun-Thurs) | Examinations |
| (seniors must finish by 12:00 on Tuesday, May 2) | |
| May 7 (Sun) | Commencement |
